

HELPING YOUNG PEOPLE THRIVE IN THE WORKPLACE

Introduction

ACTION4YOUTH IS A PURPOSE-DRIVEN, BESPOKE PROGRAM DEVELOPED BY ACTION4AGRICULTURE TO SUPPORT YOUNG PEOPLE FROM ALL BACKGROUNDS AND EXPERIENCES TO THRIVE IN A CAREER IN AGRICULTURE.

Few areas are more critical to the security and well-being of young people than meaningful and purposeful work. It impacts every aspect of their lives: independence; mental health and well-being; and social interaction. Action4Youth aims to offer young people an enriching experience of work that sets them on the path to independence and future security.

Program outcomes include:

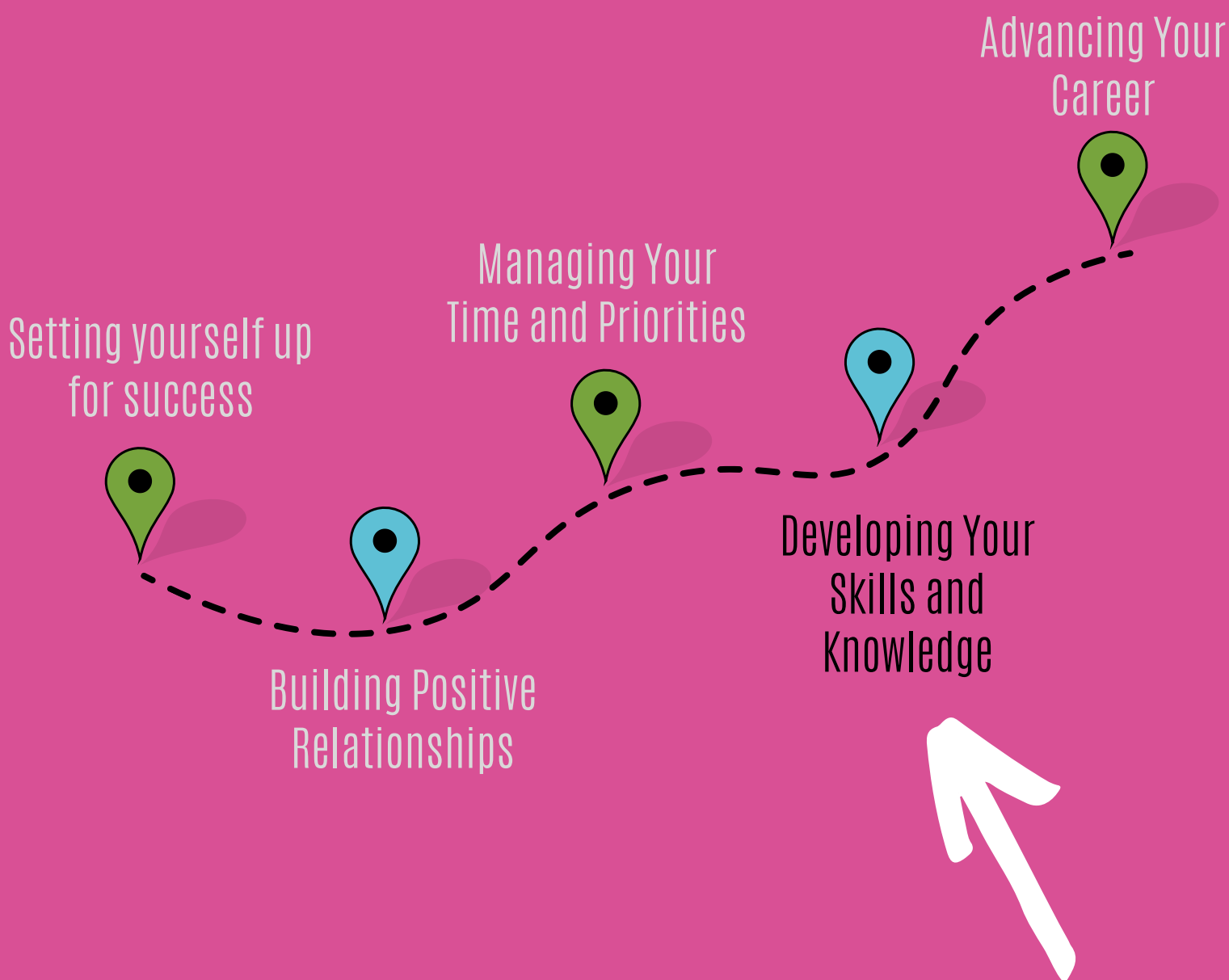
- Increased employer engagement in work-based learning pathways.
- Improved learning and skills development experienced by young people.
- Increased entry-level jobs offered to young people.
- Improved understanding of, and access to, meaningful work.

How can this eBook help you?

This eBook will share with you 5 key steps to helping you thrive in the workplace. The 5 steps are based on the best research from around Australia and internationally, collated by our industry experts at Campus Consultancy.

By learning, applying and following through on what you learn here, you are setting yourself up for a confident start, a thrilling journey and triumphant success throughout your career.

You are 60% complete!



Developing Your Skills and Knowledge

Did you know the top 4 skills Aussie employers are looking for are communication skills, teamwork, problem solving and digital literacy?

Tip to THRIVE...	Key Question	Start here!
Seek out mentorship	Who in my workplace/industry could I go to for mentorship?	<ul style="list-style-type: none">• Ask if your workplace has a formal mentoring program
Take on new challenges	How could I help out with something that is slightly outside my scope?	<ul style="list-style-type: none">• Speak to someone at work you admire and ask to help
Practice self-reflection	How am I doing so far? What's working well and where can I improve?	<ul style="list-style-type: none">• Reflect on your week• Identify areas for growth• Ask for a chance to develop

Developing Your Skills and Knowledge

#1 Seek out mentorship



One of the best ways to learn new skills and knowledge is by finding a mentor in your field. A mentor can provide guidance, answer questions, and offer feedback on your work. They can also introduce you to new ideas and help you grow in your career. Mentorship can either be formal or informal, with structured and regular meetings or informal conversations to help you on the job day-by-day.

Key Questions

Who in my workplace/industry could I go to for mentorship?
How can I ask them for support, guidance and mentorship?

Developing Your Skills and Knowledge

#2 Take on new challenges



Don't be afraid to take on new tasks and responsibilities at work, even if they are outside of your comfort zone. This can help you learn new skills and develop new areas of expertise. Seek out opportunities to work on new projects or collaborate with colleagues on different initiatives.

Key Questions

What is a challenge at work that I could ask about taking on?
How could I help out with something that is slightly
outside my scope or current skillset?

Developing Your Skills and Knowledge

#3 Practice self-reflection



Take time to reflect on your work and identify areas for improvement. Consider what went well and what didn't, and use this information to develop a plan for how to improve your skills and knowledge going forward. This can involve seeking feedback from colleagues, analyzing your own performance metrics, or seeking out professional development resources

Key Questions

How am I doing at my job this week?

What am I doing well?

Where could I improve?

For the areas I want to improve on, what can I do more of, or less of, or what could I rethink or do in a new way to be more effective?

SUMMARY OF STEP 4:

Developing Your Skills and Knowledge

Tip to THRIVE...	Key Question	Start here!
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Take on new challenges	How could I help out with something that is slightly outside my scope?	<ul style="list-style-type: none">• Speak to someone at work you admire and ask to help
Practice self-reflection	How am I doing so far? What's working well and where can I improve?	<ul style="list-style-type: none">• Reflect on your week• Identify areas for growth• Ask for a chance to develop



Complete! Ready for Step 5?

References

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(<https://www.medibank.com.au/content/dam/medibank/healthcentric/workbetter/documents/health-report-2017.pdf>)
- ABS National Study of Mental Health and Wellbeing
(<https://www.abs.gov.au/statistics/health/mental-health/national-study-mental-health-and-wellbeing/latest-release>)
- Foundation for Young Australians
(<https://www.fya.org.au/report/the-new-work-order/>)
- Foundation for Young Australians
(https://www.fya.org.au/app/uploads/2021/09/TheNewWorkReality_2018.pdf)
- The Parent's Website (A Victorian Schools Initiative)
(<https://theparentswebsite.com.au/tips-for-teenagers-on-finding-that-first-job/>)
- Headspace Top Jobs Sites in Australia
(<https://headspace.org.au/explore-topics/for-young-people/job-sites-in-australia/>)
- Youth Central (<https://www.youthcentral.vic.gov.au/jobs-and-careers/starting-or-finishing-a-job/tips-for-the-first-day-in-your-new-job>)

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Thank you for all that you do.

Would you like to know more?

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