

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.

Nearly half way...



Managing Your Time and Priorities

Did you know that more than 1 in 4 young Australians feel frequently or constantly rushed for time?

Tip to THRIVE...	Key Question	Start here!
Define with your employer your goals	What results am I being paid to help create?	<ul style="list-style-type: none">• Speak with your employer• Ask how the organization runs and why
Master your time	What is the #1 priority for me to focus on today?	<ul style="list-style-type: none">• Take a few minutes each day to schedule your important tasks
Develop and apply a growth mindset	What is my biggest challenge and how can it help me grow?	<ul style="list-style-type: none">• Share your challenge with your manager and ask for support/ideas

Managing Your Time and Priorities

#1 Define with your employer your goals



By clarifying goals with your employer, you can gain a better understanding of what they are working towards and how you can be of the most assistance. This can lead to a more positive and productive work experience, as well as provide a sense of direction and purpose for your work on a daily, weekly, monthly and yearly basis.

Key Questions

What results am I being paid to help create?
How will these results be measured?
What can I do to increase the chances of hitting my goals?

Managing Your Time and Priorities

#2 Master your time



Utilize a calendar to record what you are working on, recording your tasks and duties. If you use a checklist/to-do list, review it daily, identify the top priorities and communicate these with your employer. Some great resources can be found on Youtube by searching 'Time management tips' such as [this video by Ali Abdaal](#). A key technique here is to complete the most important thing first each day.

Key Questions

What is the #1 priority for me to focus on today?
What are the 5 steps to take to get there?
What can I do to start as soon as possible?

Managing Your Time and Priorities

#3 Develop and apply a growth mindset



Having a growth mindset means believing that you can develop new skills through hard work and dedication. When faced with challenges, you can seek feedback and guidance from colleagues or managers, and use these experiences to grow and improve. Adopting a growth mindset will help you thrive by being open to learning, taking on new tasks, and developing skills that will benefit your career.

Key Questions

What is my top goal? How will that be reflected in my KPIs?
(KPIs = Key Performance Indicators)
What is my biggest challenge?
Who can I go to for support/guidance/feedback?

SUMMARY OF STEP 3:

Managing Your Time and Priorities

Tip to THRIVE...	Key Question	Start here!
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Master your time	What is the #1 priority for me to focus on today?	<ul style="list-style-type: none">• Take a few minutes each day to schedule your important tasks
Develop and apply a growth mindset	What is my biggest challenge and how can it help me grow?	<ul style="list-style-type: none">• Share your challenge with your manager and ask for feedback and a chance to develop



Complete! Ready for Step 4?

References

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- 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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