

HELPING YOUNG PEOPLE THRIVE IN THE WORKPLACE

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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.

The journey ahead...



Setting Yourself Up For Success

Did you know that 50% of new job starters feel nervous or anxious during their first week at a new job?

Tip to THRIVE...	Key Question	Start here!
Prepare to start	How do I prepare in advance so I am ready on day 1?	<ul style="list-style-type: none">• Call or email your workplace• Ask your manager what to bring
Be clear on your role in the organization	What does this organization value and how do I contribute?	<ul style="list-style-type: none">• Research the organization on the website and social media
Practice self-care	How do I take care of myself today?	<ul style="list-style-type: none">• What can I do before my shift to relax?• What can I do after to unwind?

Setting Yourself Up For Success

#1 Prepare to start



After you have been successful in securing employment, it's time to get ready for your first day. Ask your point of contact about the dress code, what to bring, how long your first shift will be, and if there is anything you need to do (such as filling in employment/tax forms) before you start. This can help you feel confident on your first day.

Key Questions

Where is my place of work? How do I get there before my start time?
Who is my key contact person? How do I contact them (phone/email/other)?

Setting Yourself Up For Success

#2 Review the job description



Review your job description, company website, and any other materials your new employer may have sent you. This can help you get a better understanding of your role, the company culture, and what is expected of you. Remember, the role advertised is just the start of what you will do and there is plenty of room to add your own ideas and personality.

Key Questions

Can I find out more about the company on social media, the website or through people I know? What part(s) of this role am I excited about?
What part(s) am I nervous about?

Setting Yourself Up For Success

#3 Practice self-care



Starting a new job can be stressful, so it's important to take care of yourself. This could include getting enough sleep, eating healthy meals, and exercising regularly. These practices can help reduce stress and anxiety and help you feel more prepared for your new role.

Key Questions

What can you do before your work day to set up a great day ahead?
What can you do after a workday to relax, unwind and recharge?

SUMMARY OF STEP 1:

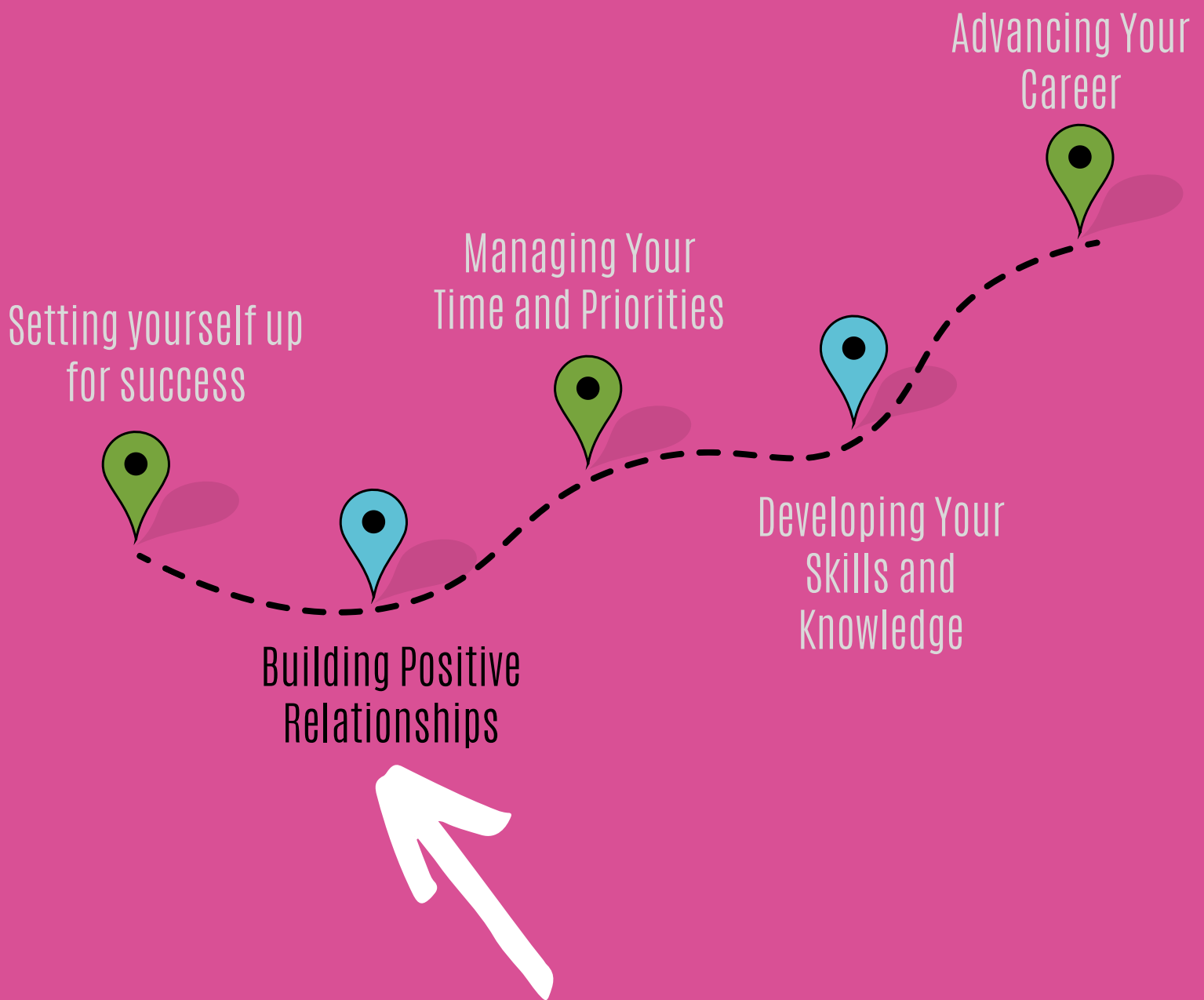
Setting Yourself Up For Success

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Complete! Ready for Step 2?

One down, four to go!



Building Positive Relationships

Did you know that 71% of professionals believe that building positive workplace relationships is a key to success?

Tip to THRIVE...	Key Question	Start here!
Practice active listening	Am I giving this role my full attention and effort?	<ul style="list-style-type: none">• Bring a notepad and take notes• Ask questions if you don't understand
Show appreciation and gratitude	Who helped me at work today?	<ul style="list-style-type: none">• Show some appreciation with a note of thanks or kind word
Be respectful and empathetic	If I was in their shoes, how would I see this situation?	<ul style="list-style-type: none">• Observe, listen and ask (OLA) before sharing your opinion

Building Positive Relationships

#1 Practice active listening



When interacting with your colleagues, actively listen to what they have to say. This means giving them your full attention, asking questions to clarify any confusion, and summarizing what they said to ensure you understand their perspective.

Key Questions

When listening, am I taking notes?
Am I giving them my full attention?
Am I repeating back what I'm understanding to check I am hearing correctly?

Building Positive Relationships

#2 Show appreciation and gratitude



Taking the time to show appreciation and gratitude to your colleagues can go a long way in building positive relationships. This can be as simple as saying thank you for their help or recognizing their contributions in a team meeting.

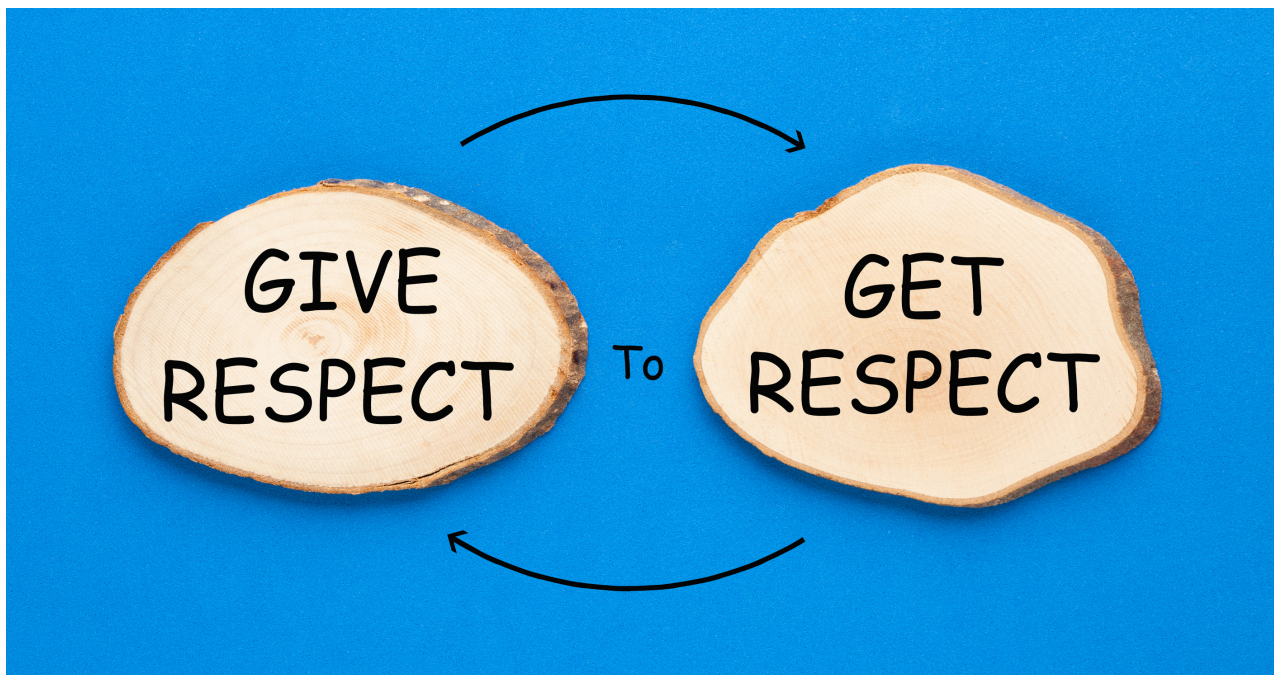
Key Questions

Whom can I thank today?
How did they help me?

What is an appropriate and professional time/place/way to say thank you?

Building Positive Relationships

#3 Be respectful and empathetic



Treat your colleagues/customers with respect and empathy, even when you disagree with them. Avoid criticizing or blaming them for mistakes, and instead focus on finding solutions to problems together. By showing empathy, you can build trust and foster stronger relationships with your colleagues/customers.

Key Questions

What questions can I ask to better understand the perspective of a colleague/customer?

If I was in their shoes, how would I see the situation?

SUMMARY OF STEP 2:

Building Positive Relationships

Tip to THRIVE...	Key Question	Start here!
Practice active listening	Am I giving this role my full attention and effort?	<ul style="list-style-type: none">• Bring a notepad and take notes• Ask questions if you don't understand
Show appreciation and gratitude	Who helped me at work today?	<ul style="list-style-type: none">• Show some appreciation with a note of thanks or kind word
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Complete! Ready for Step 3?

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:

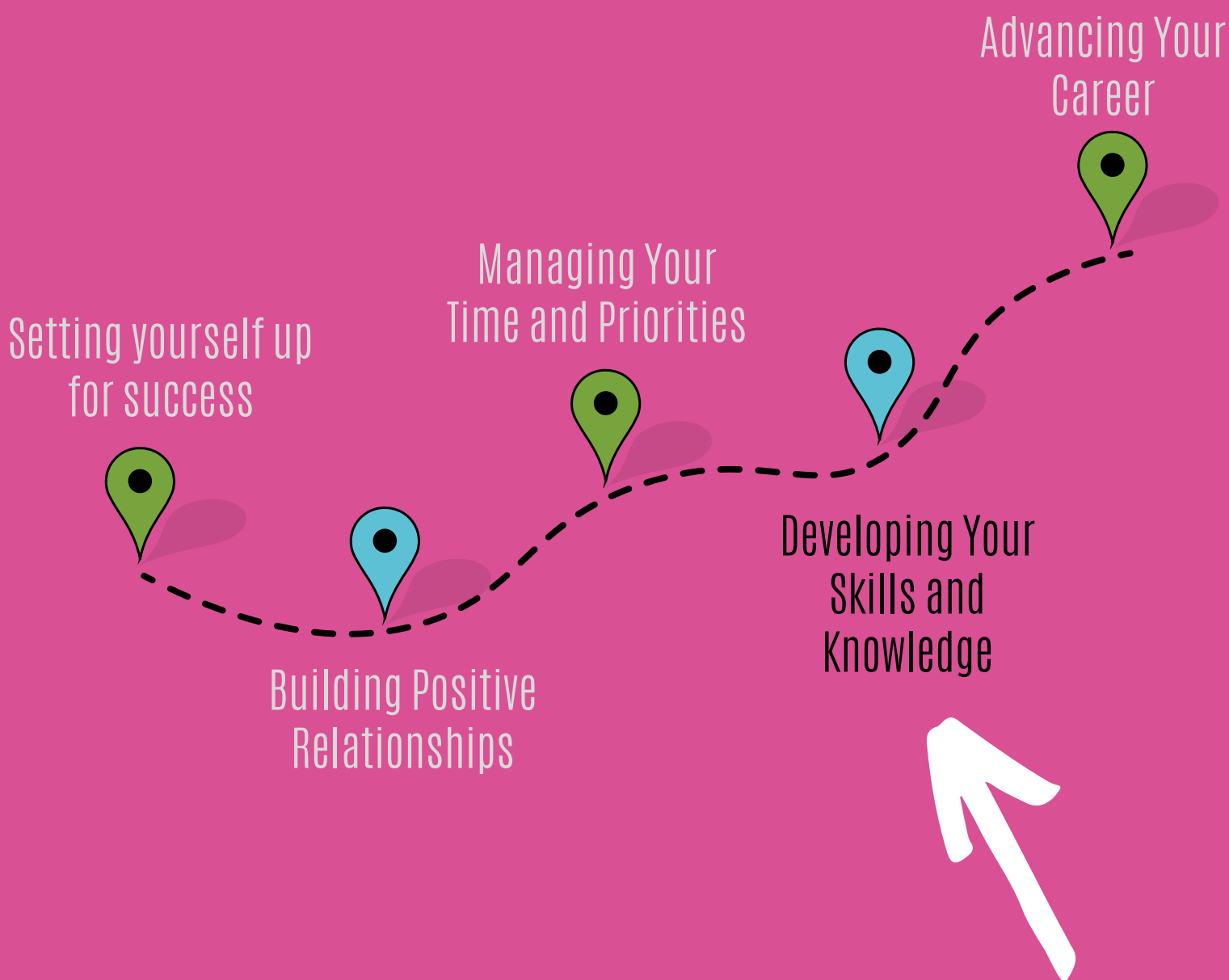
Managing Your Time and Priorities

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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?

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!
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



Complete! Ready for Step 5?

Last topic to come...



Advancing Your
Career



Managing Your
Time and Priorities



Developing Your
Skills and
Knowledge

Building Positive
Relationships



Setting yourself up
for success

Advancing Your Career

Did you know 1 in 2 young Australians are not confident they have the skills they need to advance their career?

Tip to THRIVE...	Key Question	Start here!
Seek out leadership opportunities	What 'needs doing' around my place of work?	<ul style="list-style-type: none">Put your hand up identifying a problem and offering a solution
Build a professional network	How can I meet other people in my industry to expand my network?	<ul style="list-style-type: none">Ask your manager what events or groups you can join to network
Set future career goals	How can I share my career goals with my manager?	<ul style="list-style-type: none">Set SMART goals for your careerShare them with your manager

Advancing Your Career

#1 Seek out leadership opportunities



Even in a part-time or casual job, there may be opportunities to take on leadership roles. For example, you could volunteer to train new employees, lead a project, or take on additional responsibilities. This demonstrates initiative and can help you stand out when it comes time for a promotion or a new job. Additionally, it provides valuable experience in leadership, which is a valuable skill in many industries.

Key Questions

How could I share with my manager that I am ready to take on extra responsibilities?

What would be a good project to start on?

What 'needs doing' around my place of work?

Advancing Your Career

#2 Build a professional network



Building a professional network can help young people connect with other professionals in their field, learn about job opportunities, and gain insights into industry trends and best practices. This can be done through attending industry conferences, joining professional associations, and connecting with colleagues on LinkedIn.

Key Questions

How can I meet other people in my field of work?
What events locally could I attend?

Advancing Your Career

#3 Set future career goals



Setting career goals can help young people focus their efforts and work towards achieving their objectives. Goals should be specific, measurable, achievable, relevant, and time-bound (SMART). This can help you identify the skills and knowledge you need to develop, and the types of experiences and opportunities you need to pursue in order to reach your goals. Check out [this video here](#).

Key Questions

How can I share my future career goals with my manager?
What work can I do in this role that will help set me up for my next step (whether that is with this company or another)?

SUMMARY OF STEP 5:

Advancing Your Career

Tip to THRIVE...	Key Question	Start here!
Seek out leadership opportunities	What 'needs doing' around my place of work?	<ul style="list-style-type: none">Put your hand up identifying a problem and offering a solution
Build a professional network	How can I meet other people in my industry to expand my network?	<ul style="list-style-type: none">Ask your manager what events or groups you can join to network
Set future career goals	How can I share my career goals with my manager?	<ul style="list-style-type: none">Set SMART goals for your careerShare them with your manager



Complete! What's next?

You did it... well done!



Advancing Your
Career



Managing Your
Time and Priorities



Developing Your
Skills and
Knowledge

Building Positive
Relationships



Setting yourself up
for success



Next Steps

Thriving in your career is a journey.
Where do you go from here?

You have learned the 5 key steps to thrive in your career including setting yourself up for success, building positive relationships, managing your time and priorities, developing your skills and knowledge and advancing your career. Now it's time to take the first few steps to make it real.

01

Speak with your manager

You might notice lots of actions involve seeking support. Now is the time to ask for a conversation and share your goals and dreams.

02

Start small

When taking on a new project or developing a new skill start small. This could include spending 10 minutes per day developing a new skill.

03

Celebrate your progress

Put a reminder in your calendar, or a note in your diary, for 100 days from now. When you hit that milestone, reflect on how far you've come.

Conclusion

You now have the knowledge, the steps and the clarity on exactly what to do to thrive in the workplace. Where you start is up to you. Take a few minutes to review your favorite sections and commit to 3 actions below as well as identify anyone in your life who can help and support you.



Action 1



Action 2



Action 3



My support people are:

-
-
-
-

Did you love this eBook?

Please share it with one young person in your community to help them thrive at work and become a leader of today and tomorrow!

References

- Medibank Health Report 2017: The Cost of Workplace Stress in Australia")
(<https://www.medibank.com.au/content/dam/medibank/healthcentric/workbetter/documents/health-report-2017.pdf>)
- ABS National Study of Mental Health and Wellbeing
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- 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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