

Setting the agenda for your shadowing day

This checklist will help tailor an in-person or online shadowing day with one of our Young Talent.

What is your Young Talent interested in?	Notes
<p>START the shadowing day by telling them the agenda and break times.</p>	
<p>discussing what you do</p>	<ul style="list-style-type: none"> <input type="checkbox"/> outline your responsibilities and the time you spend on them. Is it the same everyday? Or do they change over the course of the year? <input type="checkbox"/> give an overview of a project you're currently working on (the background, how you got it, who else is involved, and what pushes it forward)
<p>talking through your tools of the trade</p>	<ul style="list-style-type: none"> <input type="checkbox"/> show your everyday equipment e.g. a drawing tablet/sewing machine. How did you get training in using them? <input type="checkbox"/> do a light-touch introduction to key software that's used in your career area?
<p>open up about recruitment in your job role/industry</p>	<ul style="list-style-type: none"> <input type="checkbox"/> talk about how you got your job <input type="checkbox"/> can you arrange a "how we got into our current jobs" session with your colleagues? This helps to build a bigger picture of your industry.
<p>other interests</p>	
<p>END by debriefing how the shadowing day went. Remind your Young Talent that they will be sent a feedback survey from Arts Emergency.</p>	