

WOW

WORLDS OF WORK



What does it **Take**
to **succeed** in the
global world of
life and
work?

Name.....
If found please return to Worlds of Work,
Signal, Cnr Banana Alley and Sand Bridge
Northbank Melb



Education
FOUNDATION
DIVISION

WHAT IS WOW?

Worlds of Work (WOW) is an initiative of the Education Foundation, a division of the Foundation for Young Australians (FYA).

- In WOW, you will look at things about yourself, new possibilities for your future and listen to and talk with people in a range of workplaces about what they do and how they got there.
- You will be exploring the question

“What does it take to succeed in the world of life and work?”

During the week, you will:

- Participate in exciting workshops with titles including ‘I AM: It’s about me’, ‘Imagine Me’, ‘Brand Me’, ‘Balancing Me’ and ‘Communicating with WOW’.
- Conduct street interviews in a range of Melbourne’s work precincts.
- Learn from an inspirational speaker.
- Undertake challenging activities in major workplaces across the CBD, including:
 - A ‘Welcome to My World’ interview visit;
 - A ‘Classroom to Boardroom’ lunch; and
 - A workplace breakfast with an employee panel.
- Imagine your ideal future work.
- Create and give a presentation on the final day to your classmates and special guests.

WOW will challenge you, so make the most of it!!!!

CONTACT DETAILS

WOW information	Location: Signal Corner Banana Alley & Sandridge Bridge Northbank, Melbourne Phone numbers: Aidan: 0403 150 087 Sarah: 0450 495 861 Melissa: 0437 829 962
Teacher information	Teacher name: _____ Contact number: _____
School information	School name: _____ School phone: _____ School mobile: _____

It is a requirement of WOW that groups work together at all times and under no circumstances is any student to be by themselves. **The group leader is responsible for informing WOW staff if any student is separated from the group.**

Research Group	Group leader: _____	Mobile: _____
	Name: _____	Mobile: _____
	Name: _____	Mobile: _____
	Name: _____	Mobile: _____
	Name: _____	Mobile: _____
	Name: _____	Mobile: _____
	Teacher mentor: _____	Mobile: _____

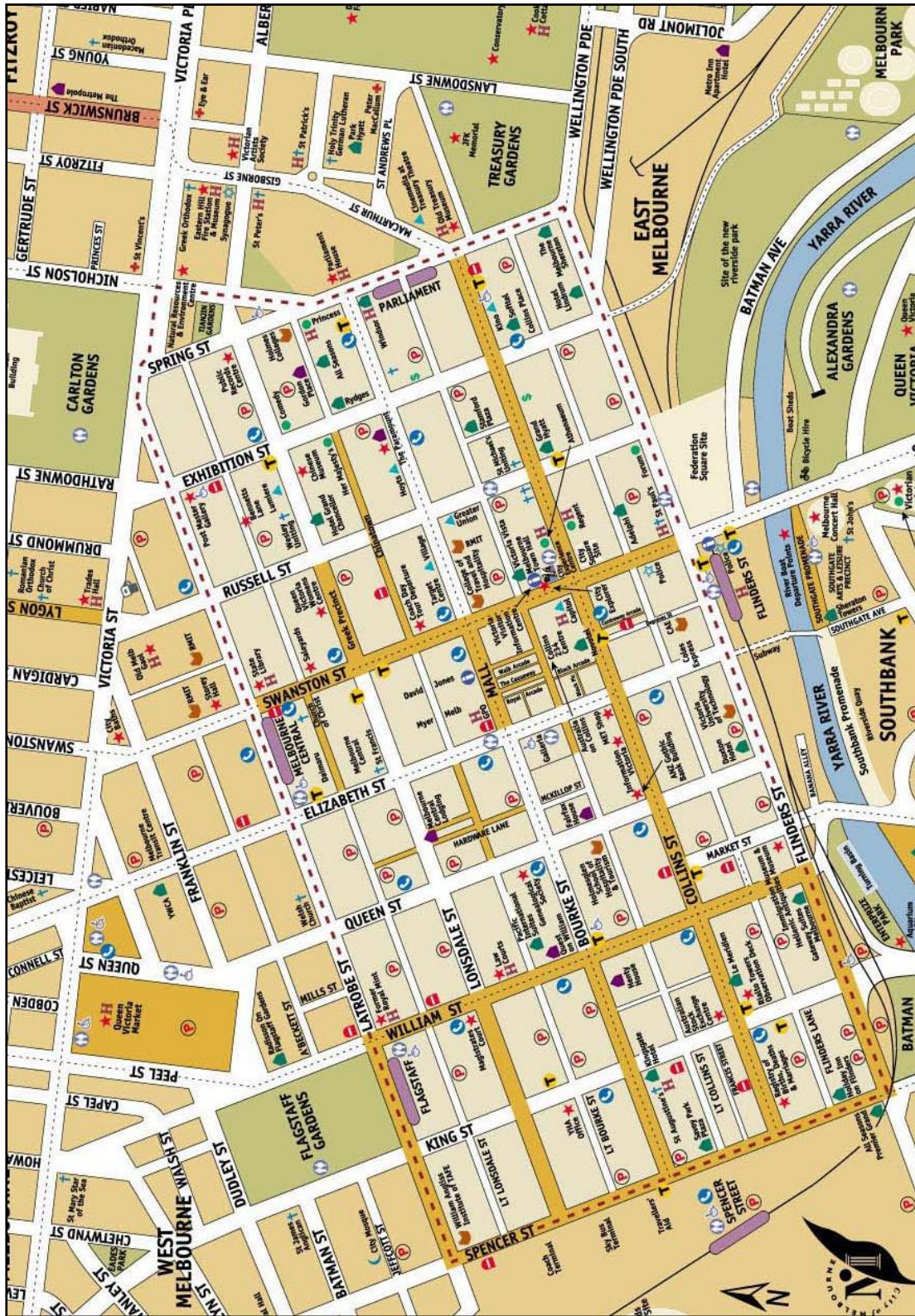
You are required to keep your mobile on at all times, so please ensure that it is fully charged at the start of each day and if it is prepaid **that it has credit** so that you can contact us if you need to or in an emergency. WOW staff and/or your teachers may call you; please answer all calls and if you miss any return them immediately.

WHERE IS SIGNAL?



SIGNAL
Corner Banana Alley and
Sandridge Bridge,
Northbank Melbourne
Enter on the river side

MAP – MELBOURNE CENTRAL BUSINESS DISTRICT



WOW RULES AND REGULATIONS

WOW challenges you to accept responsibility, keep safe, work in teams and reflect maturely on a whole range of issues to do with the world of work and your own future. During the WOW week students are expected to behave in accordance with all school rules and are responsible for making themselves fully aware of the rules in place for WOW.

- Safety is the single most important consideration, and every student must always put this ahead of all other issues.
 - No student is to put themselves, their classmates, their teachers or members of the general public at risk at any time.
 - Always obey all road signals and be alert to traffic doing the wrong thing. Look both ways whenever you cross a road and keep an extra eye out for trams.
- You are asked to bring your **mobile phone** to WOW. This is a key strategy for keeping in contact when you are out on research tasks. Please ensure that it is fully charged to start each day and if it is prepaid that **it has credit. If your group cannot comply with this, you may not be able to work unsupervised.** This is because, as well as WOW staff and your teachers needing to be able to contact you, it's important that you are able to contact us if you need to.
- **Lanyards** with emergency information and the contact details of WOW staff will be issued to every student. This is to be worn at all times and **must be visible.**
- All students are to be in groups at all times.
 - During research times you must remain with your research group. It is expected that you complete any research tasks with this group only.
 - During break times you may choose to be with different students, but you must still be in groups of at least 3 and **ensure that none of your peers are left on their own.**
- Always arrive at meeting places on time and complete any tasks within the given timeframe. You will be moving around the city for workshops and research tasks; give yourself plenty of time to arrive on time. If for any reason you are going to be late to an arranged meeting place, **you must phone your teacher or a WOW staff member immediately.**
- Arrive early enough to begin the day's activities at 9:00am. The WOW venue will be open from 8:30am for students who arrive early. Students are to sign in each day on arrival and sign out upon leaving at the end of each day.
- **No student is to go beyond the following boundaries:**
 - Victoria Street to the north

- Docklands to the west
- Southbank and Federation Square to the south
- Spring Street to the east

Exceptions to these boundaries are when you are going on organised WOW activities. Other exceptions are only by negotiation with your teachers and/or WOW staff.

- The use of underground public toilets and the toilets at Flinders Street Station is prohibited. All public amusement parlours (e.g. Timezone; Galactic City) and all venues with restricted age access are also out-of-bounds.
- No student is to meet up with any non-school persons without the knowledge and permission of their teacher.
- The possession of cigarettes, drugs, alcohol and/or weapons of any kind is prohibited.
- Keep in mind that during WOW you will be joining the tens of thousands of people who come into the city each day. Behave in an appropriate manner and treat all people with respect:
 - Running, shouting, chasing, throwing objects or playing on escalators or in lifts are seen as inappropriate behaviours.
 - Remind each other not to walk side by side in groups on crowded footpaths.
 - Keep your voice to a level that is respectful.
- As part of your week in the city you will have access to various WOW equipment and resources. Treat these and the Signal space with respect; always return everything that you borrow and do not eat or drink inside Signal.

EMERGENCIES

This information will be on your lanyard.

If you are threatened in anyway way

or

if you, or a member of your group, becomes ill or is injured:

Ring **Aidan (0403 150 087)** or **Carlita (03 9670 5436)** immediately. Clearly state **where** you are, **who** you are with and **what** has happened. Ask someone if you unsure of your location.

No student is to go to a medical centre without a teacher's knowledge. If it is deemed necessary to attend a doctor, the teacher in charge will nominate the clinic.

Absences and lateness

Notify your school and/or your teacher by 9:00am if you are going to be away. You can also call Aidan or Carlita, but you should let them know whether or not you have notified your school. If you are going to be late, call your teacher or facilitator as soon as you realise you won't make it to Signal by 9:00am.

WHAT SHOULD YOU BRING?

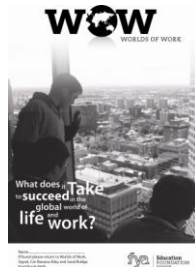
- Travel ticket (and student ID card if you are travelling on a concession ticket);



- Small bag



- Bring this student work book



- Your lunch



- Writing materials (pens, pencils, erasers, etc);



- Mobile phone (if you don't have one, borrow one for the week);



- Comfortable walking shoes



WOW TIMETABLE

WOW Timetable				
	Off Site workshop			
	On Site workshop			
	Workplace Visit			
	On Site Presentation Preparation			
Day 1	Day 2	Day 3	Day 4	Day 5
Introduction 9:00-9:30	Mindfulness 9:00-9:15	Travel	Workplace Breakfast	Mindfulness 9:00-9:15
Enterprise skills workshop 9:30-10:15	Happiness and resilience 9:15-10:30	Balance Me 9:15-10:00	Workplace visit 9:00-10:15	Inspirational Speaker 9:15-10:15
<i>Break</i> 10:30-11:00	<i>Break</i> 10:30-11:00	<i>Travel and break</i> 10:00-10:45	<i>Travel and break</i> 10:15-10:45	<i>Break</i> 10:15-10:45
Success photos and surveys 11:00 - 12:30	Communicating with WOW 11:00-12:15	C2B Preparation 11:00-11:30	Debrief Breakfast 10:45-11:00	Final Debrief 10:45 - 11:15
Lunch 12:30-1:15	Lunch 12:15-1:00	<i>Travel</i> 11:30-12:00	Mindfulness 11:00-11:15	Presentation Preparation 11:15 - 1:15
Debrief success walks & photos 1:15-1:45	Welcome to my world prep 1:00-1:30	Classroom to Boardroom Workplace visit 12:00-1:30	Presentation Preparation 11:15-12:30	Evaluation
Signature strenghts 1:45- 2:45	<i>Travel</i> 1:30-2:00	<i>Travel</i> 1:30-2:00	Lunch 12:30-1:15	Lunch 1:15-2:00
<i>Break</i> 2:45-3:00	Welcome to My World Workplace visit 2:00-3:00	C2B Debrief 2:00-2:30	Dreaming 1:15-2:00	Presentation Rehearsal 2:00-2:30
Presentation prep 3:00-3:30	<i>Travel</i> 3:00-3:30	Brand Me 2:30-3:15	<i>Break</i> 2:30-2:45	Final Presentations 2:30-3:15
Reflect & Recharge 3:30- 3:45	Debrief WTMW 3:30-3:45	Presentation prep 3:15-3:45	Presentation prep 2:45-3:15	
	Presentation prep 3:45-4:00	Reflect & Recharge 3:45-4:00	Reflect & Recharge 3:15-3:45	

SIGNATURE STRENGTHS

The WOW program will help you to identify your Signature Strengths, and learn how to develop and use them. The concept of Signature Strengths is part of something called Positive Psychology.

- Positive Psychology focuses on identifying your individual strengths as a way to gain greater personal fulfilment in your life and work, and to help you face challenging situations.
- Positive Psychology recognises that it is easier to enhance your existing strengths than to turn around your weaknesses.

Prior to arriving at WOW, we ask that you complete a Signature Strength questionnaire (refer to next page for instructions).

- During the WOW week, workshops will give you opportunities to discuss and reflect on your individual strengths as highlighted in this survey.
- The WOW week will also allow you to discuss how others have been able to use their individual strengths to achieve their goals and their view of success.

AUTHENTIC HAPPINESS – VIA SIGNATURE STRENGTHS SURVEY DIRECTIONS

To conduct the VIA Signature Strengths survey, follow the steps below:

1. Go to www.authentichappiness.com
2. Click on the “Register” link on the top left hand side of the screen and follow the directions to complete the registration.
 - Remember your username (email address) and password, as you will likely need these later. Avoid using false email addresses because if you lose your password the only way to retrieve it will be from the email account you register.
3. Once you have completed the registration, you should see a screen that lists all of the potential surveys to complete. Choose the **VIA Strength Survey for Children** – you will need to scroll down the page to find it.
4. At this point you will need to choose a screen name and fill in a few more details.
 - As many people have signed up for this site, avoid using a screen name that is simply your name – it is likely to have already been used, so be creative!
5. Complete the survey. When you’re done you will get a list of your top five strengths, which we’ll be discussing throughout the WOW week.
 - **Remember to HIGHLIGHT your Top 5 Signature Strengths from the list below.**
 - You will also have access at any time through your Authentic Happiness log-in.

Signature Strengths

1. Love of Learning

You love learning new things, whether you are in a class or on your own. You find opportunities to learn wherever you go and what ever you do.

2. Bravery (valor)

You don't shrink from threat, challenge, difficulty, or pain. You speak up for what is right even if you encounter opposition and act on convictions even if they are unpopular.

3. Vitality (zest, enthusiasm, vigor, energy)

You approach life with zest, enthusiasm, and energy – For you, life is an adventure.

4. Leadership

You excel at the tasks of leadership: encouraging a group to get things done and preserving harmony within the group by making everyone feel included.

5. Appreciation of beauty and excellence (awe, wonder, elevation)

You notice and appreciate beauty, excellence, and skilled performance in all domains of life.

6. Humor (playfulness)

You like to laugh and tease. You try to see the light side of all situations.

7. Creativity (originality, ingenuity)

Thinking of new ways to do things is a crucial part of who you are. You are never content with doing something the conventional way if a better way is possible.

8. Curiosity (interest, novelty-seeking, openness to experience)

You take an interest in all of ongoing experience for its own sake. You find subjects and topics fascinating, and love exploring and discovering.

9. Open-mindedness (judgment, critical thinking)

You tend to think things through and examine them from all sides. You don't jump to conclusions and are able to change your mind in light of evidence.

10. Perspective (wisdom)

You are able to provide wise counsel to others. You have ways of looking at the world that make sense to yourself and to other people.

11. Persistence (perseverance, industriousness)

You work hard to finish what you start. No matter what the project is, you get it done in time.

12. Integrity [authenticity, honesty]

You are an honest person, not only by speaking the truth but by living your life in a genuine and authentic way.

13. Love

You value close relations with others. The people to whom you feel most close are the same people who feel most close to you.

14. Kindness (generosity, nurturance, care, compassion, altruistic love, "niceness")

You are kind and generous to others, and you are never too busy to do a favour.

15. Social Intelligence (emotional intelligence, personal intelligence)

You are aware of the motives and feelings of other people. You know what to do to fit in to different social situations, and you know what to do to put others at ease.

16. Fairness

Treating all people fairly is one of your most important principles. You do not let your personal feelings bias your decisions about other people.

17. Gratitude

You are aware of the good things that happen to you, and you never take them for granted. You always take the time to express your thanks.

18. Hope [optimism, future-mindedness, future orientation]

You expect the best in the future, and you work to achieve it. You believe that the future is something that you can control.

19. Spirituality [religiousness, faith, purpose]

You have strong and coherent beliefs about the higher purpose and meaning of the universe.

20. Forgiveness and mercy

You forgive those who have done you wrong. Your guiding principle is mercy and not revenge.

21. Self-regulation [self-control]

You regulate what you feel and what you do. You are a disciplined person.

22. Citizenship [social responsibility, loyalty, teamwork]

You excel as a member of a group. You are a loyal and dedicated teammate.

23. Humility/Modesty

You do not seek the spotlight, preferring to let your accomplishments speak for themselves. You do not regard yourself as special.

24. Prudence

You are a careful person. You do not say or do things that you might later regret.

WOW Enterprise Skills

- ✓ Go through the list and draw a \triangle next to 3 Star Skills that you do well. Be genuine.
- ✓ Go through the list and draw a \bigcirc next to the 3 Star Skills that it would be good for you to discover in the WOW week and improve on.
- ✓ Find a friend and teacher that you connect with and have them do they same about you.
- ✓ Finally ask a parent / guardian to complete the task about you. You should have 6 shapes in each column.

STAR SKILLS	YOU	FRIEND	TEACHER	PARENT / GAURDIAN
<p style="text-align: center;">STAR INITIATIVE</p> <p>Come up with good ideas and go way beyond what is expected of you.</p>				
<p style="text-align: center;">STAR NETWORKING</p> <p>Know a lot of different people and what they are good at – know where to get assistance.</p>				
<p style="text-align: center;">STAR SELF MANAGEMENT</p> <p>Know what you stand for. Have goals. Learn and develop your talents and skills.</p>				
<p style="text-align: center;">STAR PERSPECTIVE</p> <p>Look at things from other points of view as well as your own.</p>				
<p style="text-align: center;">STAR FOLLOWERSHIP</p> <p>Cooperate with others but don't go along with the crowd.</p>				
<p style="text-align: center;">STAR TEAMWORK</p> <p>Be a great team player and team-builder.</p>				
<p style="text-align: center;">STAR LEADERSHIP</p> <p>Be enterprising. Positively influence other and work hard to make things happen.</p>				
<p style="text-align: center;">STAR WORK SAVY</p> <p>Understand what it takes to get on with people and get them on your side.</p>				
<p style="text-align: center;">STAR PRESENTING</p> <p>Getting your message across to a group of people.</p>				



“What does it take to succeed in the world of life and work?”

Please join us in celebrating your child’s participation in WOW! It will be a great opportunity for your child to share with you what they have learnt about themselves and what they can achieve. We hope you can make it!

Date: The Friday of your child’s WOW week

Time: 2:30 pm

Venue: **Signal**

Cnr Banana Alley and Sandridge Bridge

Northbank, Melbourne (enter from the river side)



Education
FOUNDATION
DIVISION

WORK PLACE ACTIVITY SHEETS



Welcome to my World

Welcome to my World should focus on gaining insight into your interviewee as an individual.

Some of the questions you should focus your interview around:

- What is success in life and in work?
- What does it take to succeed in the worlds of life and work?
- What are your skills and how do you use these to achieve success?
- Take your Top 5 Signature Strengths and explain these to your interviewee. Ask them what Signature Strengths they have.

Think about the interview in 3 parts:

Introduction

- Introduce yourself and explain why you are there and what you'd like to get out of the experience.
- **If you want to record the interview, you must ask permission to record the conversation and place the recorder on table.**

Question & Answer

- Have several questions prepared for the interview.
- Be sure to actively listen to the responses and ask thoughtful follow up questions.

Conclusion

- Be sure to thank the interviewee(s) and invite him/her to your Final Presentation.

Prepare your questions here and write responses on a separate sheet:

1. _____

2. _____

3. _____

4. _____

5. _____



Classroom to Boardroom – (C2B)

Classroom to Boardroom is where you get the opportunity to enter a work place and discover what goes on behind the scenes. It's your opportunity to absorb information and practice your networking skills. Bring to life your new skills in communicating!

C2B is different to Welcome to my World as the main focus is to learn about the work place you visit.

KEY THINGS TO THINK ABOUT & DO:

Participate in the Session:

- Keep your mind open and listen to the employees. Use what you hear as an opportunity to reflect and create dialogue for other topics which you might not have expected.
- The workplaces are new to this just like you. They will welcome your active participation and questions, whether you prepared them beforehand or on the spot.
- Be sure to thank the interviewee(s) and invite him/her to your Final Presentation

Identify specific questions that you would like to ask employees:

- While in the C2B, the workplaces will do most of the planning; use the opportunity to learn about things that interest you.
- Remember what you learnt in the Communications Workshop and put it into practice.
- Write down the questions and bring them with you; sometimes in the hype of everything it is easy to forget what you wanted to ask.

Prepare your questions here and write responses on a separate sheet:

1. _____

2. _____

3. _____

4. _____

5. _____



Workplace Breakfast

Similar to the Welcome to My World visit, at the Workplace Breakfast you will act as interviewers. However, this is when your facilitators and teachers take a step back and let YOU use your networking skills to run the morning.

Put into practice the skills you gained from the Communication Workshop. Practice the technique of greeting someone and shaking their hand. Think about how you can make an impression.

What happens:

- You will have an informal breakfast where you will roam around the room talking with different employees. Remember your handshake and how to make your impression.
- You will then move to the employee panel where you get to listen to different stories and ask questions along the way. Have your questions ready. Your teachers and facilitators will not help you!

Workplace Breakfast visit questions should focus on the following areas:

- What is success?
- What does it take to succeed in the work of life and work?
- What does it take to succeed in your organisation?
- What Signature Strengths do have and how are they relevant to your organisation?

Related sample questions that you may want to think about asking include:

- What is success to you?
- How do you think your organisation defines and measures success?
- Has the definition of success changed over time, and if so, in what ways?
- What skills do you think are necessary to be successful?
- How did you develop your work strategies and skills?
- What people in your organisation do you classify as successful and why? What sorts of traits do they have? Do you think that others would see them as successful?
- What sort of an environment facilitates success?
- Does your organisation's culture facilitate the success of the individual and of the organisation?
- Why do you work for your organisation?
- What do you most like / dislike about your organisation?
- If you had to move to another job, what organisation would you like to work for and why?

Remember to bring your camera and take lots of photos. Also, make sure you thank the organisation for hosting the breakfast and invite them to your presentation on Friday.