

YOUTH AND YOUNG ADULT TIP SHEET

Workplace Challenge: Success Factors

A tip sheet for youth and young adults engaged in the Intern & Earn Program

A Workplace Challenge is a unique way of getting involved in helping solve a problem that would happen in a real-world professional setting. This is an opportunity for you to be innovative and creative with a group of classmates. When you finish your project, you'll deliver a presentation to the employer or organization showing them how you solved their problem!

TAKE ACTION

Participating in a Workplace Challenge can be difficult if you're not prepared. Below is a checklist of what you can expect to learn. Read through the list and check off what interests you and the goals that are most important to you. Your interests don't have to be prioritized. If you would like to learn something that's not listed here, just add it.

WHAT YOU SHOULD EXPECT TO LEARN

- There are multiple ways to solve a problem or address an issue.
- Professionals run into roadblocks all the time.
- The skills it takes to work in a team of diverse individuals.
- The types of professionals who would work together to solve this kind of challenge.
- How innovative and creative you are.

BEFORE THE WORKPLACE CHALLENGE STARTS

- Participate in pre-Workplace Challenge classroom or workshop activities.
- Research the company or organization that is presenting the Workplace Challenge.
- Write down at least four questions you would like answered about the challenge. You might ask what resources are available, for instance, or how to get more information.
- Get to know your teammates.

DURING THE WORKPLACE CHALLENGE

- Pay attention to the challenge that's being presented and take notes so you can think about it.
- Be engaged. You want to get as much information as possible.
- Keep in constant communication and meet regularly with your teammates so that you can brainstorm together.
- Figure out how you'll solve the Workplace Challenge.
- Present your solution to the person/company/organization that issued the challenge.

AFTER THE WORKPLACE CHALLENGE

- Reflect on your experience and participate in self-evaluation activities. (Would you have done anything differently?)
- Share with others what you enjoyed about the experience.
- Give feedback on the Workplace Challenge. What did you enjoy most or least about it?
- Complete any required paperwork that includes rating your teammates and yourself on your performance.
- At the end of the Workplace Challenge, send a thank-you letter to the people who presented it, letting them know you appreciated them taking the time to share an experience with you.