

Career **EMPOWERMENT** Curriculum

**Taking Control of
Your Career**

*Being Safe during the
Job Search and
at Work*

Facilitator's Guide



Being Safe During the Job Search and at Work

Workshop Logistics

Materials

- Facilitator's Guide
- Workbook/Pens
- Flipchart/Markers
- PowerPoint presentation/Computer/Projector/Screen

Outline

Topic	Materials	Time
Introduction	Workbook	15 minutes
Putting Safety First	Workbook	35 minutes
BREAK		10 minutes
Applying Safety Best Practices to your Job Search and Workplace	Workbook	40 minutes
My Safety Action Plan	Workbook	10 minutes
Closing		10 minutes
		120 minutes (2 hours)

Preparation Notes on Participants

NAME	NOTES
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Being Safe During the Job Search and at Work

Introduction

<p>TIME 15 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p> <p>NOTES & EXAMPLES</p>	<p>INTRODUCTION</p> <p>Display slide #1 – Being Safe During the Job Search and at Work.</p> <p>Welcome the participants to the workshop.</p> <p>Introduce yourself, your background, and what you like about leading this particular workshop. Thank them all for being here for this important conversation.</p> <p>Have them introduce themselves with their first names and an answer to a related yet safe question. Make sure you answer the question as well.</p> <p>Suggested options include:</p> <ul style="list-style-type: none">• What was your first job?• What was your favorite job?• What was your dream job growing up? <p>Have them turn to the Workbook Page 2 where they will begin working in their workbook.</p> <p>Advance to slide #4 – Introduction.</p> <p>Review the workshop intentions:</p> <p><i>This workshop is designed so that you will leave being able to:</i></p> <ul style="list-style-type: none">• <i>Put safety first.</i>• <i>Address specific job search and workplace scenarios.</i>• <i>Apply Safety Best Practices to your situation.</i> <p>State:</p> <p><i>It is important to be clear about what you want to get out of the workshop as well. Take a moment and write down anything that isn't stated in these intentions that you'd like to get out of the workshop.</i></p>
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Pause and let them write. Have them share any other intentions. Confirm whether or not those intentions will be met in the workshop.

[Advance to slide #6 – Ground Rules.](#)

Review the workshop ground rules:

We want this to be a safe place for you to explore this topic. These ground rules help keep the environment safe:

- *Everything will be kept confidential in this group.*
- *You will be encouraged to participate, but not called upon in class.*
- *Your questions are valid and if they cannot be addressed in class, we will put you in touch with the right resources after class.*

State:

It is important that you feel safe exploring the topic of safety related to your job search and workplace. Is there anything else you need to feel safe during the workshop?

Pause and let them write. Have them share any other suggested ground rule. Agree to ground rules within reason.

If any topic or question makes you uncomfortable, please let me know right away.

Note:

As a facilitator it's one of your primary accountabilities to ensure the ground rules are followed and the intentions are fulfilled. Agree to those that you can follow. Gently say "no" to any intentions or ground rules that you cannot meet by saying something like:

I hear you want X from this workshop. That's not part of this session, but I will let you know how you can find that out afterwards.

Thank them all in advance for their participation.

Being Safe During the Job Search and at Work

Put Safety First

<p>TIME 35 minutes</p> <p>Assessment: 10 minutes Analysis: 10 minutes Statement: 10 minutes Partner Share: 5 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p> <p>NOTES & EXAMPLES</p>	<p>JOB SEARCH & WORKPLACE SAFETY ASSESSMENT</p> <p>Advance to slide #7 – Safety Assessment</p> <p>Assessment</p> <p>State:</p> <p><i>The goal is to be proactive about both being safe and feeling safe. One of the steps necessary to feeling proactive is creating awareness about your individual safety level.</i></p> <p><i>Some of us feel safe in a wide variety of situations related to job search, work, and career. Others do not. Either way we need to be aware of our own safety level so we can create our job search approach and make career decisions in a way that prioritizes safety.</i></p> <p><i>We have designed a simple Job Search and Workplace Safety Assessment to give you awareness about your level of safety.</i></p> <p>Instruct:</p> <ul style="list-style-type: none">• Turn to Workbook Page 3.• Notice that there is a chart that has a list of common job search and workplace scenarios.• There are also columns that say “Safe”, “Neutral”, and “Unsafe.”• Go through and rate each scenario on the list by place an X in the box that best matches your feeling about that activity.• List any other scenarios that come to mind for you in the rows labeled ‘Other’.• There is no right or wrong answers.• You have 5 minutes.• Begin! <p>Allow time to work. Wander around the space to answer questions and observe their comfort level.</p>
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Give a 1 minute warning.

Reconvene the full group.

Instruct:

- *When you are complete, count the number of “Safe” Xs, “Neutral” Xs, and “Unsafe” Xs.*
- *Write those totals at the bottom of the Assessment.*

Ask:

- *Who sees something useful about their safety level?*
- *Who feels better? Why?*
- *Who feels worse? Why?*

When asking these questions, the purpose is to give the participants a chance to share any reactions that are automatically coming up and assure them those feelings are OK. Responses might include:

- I feel better because there are more scenarios I feel safe in than I thought there would be.
- I feel worse because this stressed me out seeing all these possible stressful situations in a list.

With any response:

- Listen empathetically.
- Feed back what they said so they feel heard.
- Tell them that all reactions are OK and are a useful part of becoming more aware.
- Thank them for sharing.

Safety Analysis

Instruct:

- Turn to **Workbook Page 4**.
- Write your Safety Level Total in the boxes on the top of the page.
- Then record the situations from the previous page where you feel the safest and the least safe.
- Then put your pens down.

State:

It's useful to identify scenarios where you feel safe and comfortable as well as those where you don't. This enables you to make choices that put you in situations where you feel safe and minimize the situations where you don't.

Ask:

- *During your job search and career, how could you make sure you repeat the "safe" scenario?*
- *During your job search and career, how could you minimize the "unsafe" scenario?*

State:

Notice how you are already developing more power and choice in your job search and career.

Safety Reminder

[Advance to slide #8 – Safety Reminder](#)

Your relationship with safety will continuously grow and develop. This assessment is giving you an idea of what your current state of mind is regarding safety issues that are common in a job search so you can be prepared.

At the same time it is impossible to predict every possible situation you will be in and every possible reaction you will have.

In order to create stability, it is helpful to capture a reminder about safety that makes us feel a little more powerful and in control throughout the process.

Ask:

- *How many of us use positive sayings or quotes to support ourselves? (Ask for a show of hands.)*
- *How many of you hate positive sayings or quotes? (Ask for a show of hands.)*

State:

Either way, it's proven that giving our minds something to focus on that is supportive helps to calm our nervous system in stressful situations.

This will not stop you from feeling nervous, unsafe, or being triggered. It also is not meant to minimize any fears or concerns you have. Those will be expected reactions throughout the process.

It is meant to help you calm down and refocus throughout the process.

[Advance to slide #9 – Safety Statement Examples](#)

The key to using this effectively is to choose a reminder that feels positive, but also true and within reach. It is NOT helpful to create an optimistic saying that feels too good to be true like "I love looking for a job" or "I'm safe all the time." That only feels shallow and false.

Instead you want to find something that feels powerful and true, even if it's a small reminder like:

- *I'm feeling safer every day.*
- *I have support resources to help me.*
- *Everyone feels nervous in a job search.*

Instruct::

To reveal your statement::

- *Review the scenarios on the previous page and your answers above.*
- *Accept the fact that there are times you feel scared as well as times you feel safer.*
- *Ask yourself, "During those times where I feel neutral or safe, what do I tell myself about safety?"*
- *Examples are:*
 - *I trust my intuition.*
 - *I am aware of my surroundings.*
 - *I feel safer and safer.*
 - *I know there are good people in the workplace.*
 - *I've taken steps to keep myself safe.*
- *Notice some are more confident than others. It needs*

	<p><i>to be at a level that feels good to you.</i></p> <ul style="list-style-type: none">• <i>Write your reminder on Workbook Page 4.</i> <p>Give them time to write. After 3 minutes, bring them back.</p> <p>Ask:</p> <p><i>Will two of you share your reminders with the group? (Take 2 volunteers. Affirm their sharing.)</i></p> <p>Partner Share</p> <p>Instruct:</p> <ul style="list-style-type: none">• <i>At different times today we will share with partners so that we can process our learning in different ways. When you are sharing with your partner, you are in control of sharing what you want and not sharing what's uncomfortable with you.</i>• <i>The way that it works is that you share your work and any insights you are having. The other person simply listens. I will tell you when to switch.</i>• <i>Choose your partners.</i>• <i>Share with each other what is on Workbook Page 4 including your Safety Level, your safe and unsafe scenarios, and your reminder. Feel free to help each other with the reminder if needed.</i> <p>Allow 2 minutes for sharing. Tell them to switch and have the other person share. After 2 minutes bring them back.</p> <p>Ask:</p> <p><i>Will 2 people share their biggest insights so far? (Take sharing and affirm their contribution.)</i></p> <p>State:</p> <p><i>Now that we have a foundation of awareness let's start to apply safety best practices to common scenarios.</i></p>
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Being Safe During the Job Search and at Work

Apply Safety Best Practices to your Job Search and Workplace

TIME 10 minutes	BREAK
TIME 40 minutes Scenarios: 15 minutes Returning: 10 minutes Situations: 15 minutes MATERIALS Workbook Flipchart Markers	APPLYING SAFETY BEST PRACTICES TO YOUR JOB SEARCH AND WORKPLACE Job Search Elements Advance to slide #10 – 3 Case Studies State: <i>We are now going to divide into groups for the next section.</i> Instruct: <ul style="list-style-type: none">• <i>Count 1 through 3.</i>• <i>The 1s please sit together.</i>• <i>The 2s please sit together.</i>• <i>The 3s please sit together.</i> State: <i>The next exercise will illustrate that it is useful in any situation to combine your ideas with best practices and input from others. The combination of these will help you prepare for your job search and career safely.</i> <i>Remember your situation is unique. Some of the best practices may or may not apply to you. Your job is to become aware of the area so you can proactively choose how to address that part of the job search in a way that works for you.</i> Instruct: <ul style="list-style-type: none">• <i>Each group will review your Job Search Element (Group 1 has 1; Group 2 has 2; Group 3 has 3), including the Questions and the Quick Tips.</i>

- *Find your Job Search Element on **Workbook Pages 5, 6, and 7.***
- *Review the Job Search Element.*
- *Ask any questions you need to understand the overview and the Quick Tips.*
- *Answer the suggested questions in your group.*
- *Record on a flipchart the information that you think is most helpful to share with the entire group (5 bullet points or less) regarding this scenario.*
- *You have 5 minutes in your group.*
- *Begin.*

Allow 5 minutes. Wander around the room answering questions and making sure the groups are making progress. Give a 1 minute warning, and then reconvene in full group.

Facilitate each group sharing their input on the scenarios including:

- Overview of the scenario
- Insights from the group discussion
- Best practices and ideas from the groups

As each group is sharing, display the related slide:

[Advance to slide #11 – Job Search Element #1: Networking.](#)

[Advance to slide #12 – Job Search Element #2: Social Media.](#)

[Advance to slide #13 – Job Search Element #3: On-the-Job Duties.](#)

Below are possible answers from each Job Search Element that should be included.

Possible Networking Answers

- Name and a way to contact via phone, email, or both
- Identify a specific time I can reply to emails and calls
- Use my own private email or phone number
- Use a friend's contact information if necessary
- Know in advance what I'm comfortable sharing

Possible Social Media Answers

- Linked In, resume, company, and job search sites
- Name, contact information, work history
- Ask for referrals from friends and contact via email and phone calls

Possible On-The-Job Duties Answers

- I know what I need and can ask the right questions
- I can be realistic about my availability
- Be honest and friendly at the same time
- Answer questions directly and simply
- Give answers that relate to the job responsibilities

Returning to Safety

State:

There is no amount of preparation for all life circumstances, so another best practice is, knowing how to return to a feeling of safety in the face of unpredictable circumstances.

*On **Workbook Page 9** there are some suggested steps to have in your back pocket for those times when you start to feel yourself feeling nervous, anxious, and unsafe.*

Ask:

Will someone read these steps out loud?

Allow the volunteer to read the following steps:

Possible Steps to Take When Triggered or Feeling Unsafe

- Safely remove yourself from the situation.
- If possible, determine if it's based on a trigger, past experience, or current threat.
 - If trigger or past pattern, see if you can make choices that empower you.
 - If current threat, take action to leave the situation immediately.
- Process the experience with your case manager or support resources and determine if/when it's appropriate to discuss with people at work (consider

	<p>your Supervisor or Human Resources).</p> <p>Ask:</p> <ul style="list-style-type: none">• <i>What questions do you have about the steps?</i>• <i>What do you know to do when you are triggered?</i> <p>Take responses. Affirm the contribution.</p> <p>Share best practices or what to do when you feel you've been triggered.</p> <p>State:</p> <p><i>Because one process isn't perfect for everyone, it's important to know what works for you. Using the ideas in the suggested process as well as your own experience, write down what works for you.</i></p> <p>Allow 2 minutes.</p> <p>Instruct:</p> <p><i>Share with your partner what works for you.</i></p> <p>Let them know when to switch. Bring them back to full group.</p> <p>State:</p> <p>We are now:</p> <ul style="list-style-type: none">• <i>Aware of our Safety Level</i>• <i>Armed with our reminder</i>• <i>Informed about Best Practices</i>• <i>Practiced at returning to safety</i> <p><i>Now it's time for more practice!</i></p> <p>Situations</p> <p>Instruct:</p> <ul style="list-style-type: none">• <i>You will work with your partner reviewing ALL the situations on Workbook Page 10.</i>• <i>After conversation, write your ideas in the box.</i>
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	<ul style="list-style-type: none"> • <i>You have 5 minutes.</i> • <i>Begin!</i> <p>Give a 1 minute warning. Pull the full group back together.</p> <p>Facilitate sharing of ideas for all scenarios, including contributions from each pair:</p> <ul style="list-style-type: none"> • <i>Who wants to start giving ideas for Situation 1?</i> • <i>Any other ideas for 1?</i> <ul style="list-style-type: none"> ○ <i>Decline nicely but ask if your colleague wants to meet for coffee or tea on a different date or time.</i> ○ <i>Find out more information about who will be there and what to expect so you can make an informed choice.</i> ○ <i>Plan to “stop by” for only 10 minutes, have a soda, then leave; arrange someone to call you if you need a reminder to leave</i> ○ <i>Share that you don’t typically go for drinks but if there’s ever another type of event you would be interested.</i> • <i>Who wants to start giving ideas for Situation 2?</i> • <i>Any other ideas for 2?</i> <ul style="list-style-type: none"> ○ <i>Email them a message without actually linking to them specifically asking for connections in a job search without revealing too much information.</i> ○ <i>Decline the link trusting that you’ll find a job another way and that it’s not helpful to add stress into the process.</i> • <i>Who wants to start giving ideas for Situation 3?</i> • <i>Any other ideas for 3?</i> <ul style="list-style-type: none"> ○ <i>Use a friend’s house for your contact information and to work on your resume</i> ○ <i>Schedule job search activities during a window you would normally be gone.</i> ○ <i>Wear normal clothes when leaving the house and change into interview clothes at another location, like a friends’ house.</i> ○ <i>Start a new email address or phone number that your spouse doesn’t know about.</i> ○ <i>Begin saving money in small ways.</i>
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- *Who wants to start giving ideas for Situation 4?*
- *Any other ideas for 4?*
 - *Schedule job search activities during a window you would normally be gone.*
 - *Wear normal clothes when leaving the house and change into interview clothes at another location, like a friends' house.*

Ask:

Any other situations on your mind that you'd like to discuss in this workshop?

Facilitate a Question and Answer Session.

State:

You now have the fundamentals needed to approach your job search and career changes while prioritizing safety.

Being Safe During the Job Search and at Work

My Safety Action Plan

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>MY SAFETY ACTION PLAN</p> <p>Advance to slide #14 – My Safety Action Plan.</p> <p>State:</p> <p><i>At the end of a workshop like this, it's important to bring all the learning together and make sure that it will make a difference in the real world.</i></p> <p>On Workbook Page 11 we will do just that.</p> <p>Instruct:</p> <ul style="list-style-type: none">• <i>At the top of the page indicate your Safety Level from Workbook Page 4.</i>• <i>Record the Safety Reminder from Workbook Page 4.</i>• <i>List for yourself any actions that you are going to take based on what you learned today. You do NOT have to fill out every row. Only write down actions you will take.</i>• <i>You have 3 minutes.</i>• <i>Begin.</i> <p>Give them a 1 minute warning. Bring them back to full group.</p> <p>Instruct:</p> <ul style="list-style-type: none">• <i>Share this page with your partner.</i>• <i>You have 1 minute each.</i>• <i>Begin.</i> <p>Remind them to switch. Bring them back to full group.</p> <p>Ask:</p> <p><i>Are there any insights or actions you'd like to share in the full group? (Take sharing and affirm their contribution.)</i></p>
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Being Safe During the Job Search and at Work

Applying the Learning

<p>TIME 10 minutes</p> <p>MATERIALS Workbook Flipchart Markers</p>	<p>APPLYING THE LEARNING</p> <p>Advance to slide #15 – Applying the Learning.</p> <p>State:</p> <p><i>Thank you so much for your contribution, attention, investment of time, and sharing.</i></p> <p><i>Because we know this is an ongoing process, we've included resources you can reference on an ongoing basis on Workbook Page 12.</i></p> <p><i>Review the resources, ask for additional suggestions from the group, and encourage them to be supported throughout the process.</i></p> <p>Facilitate Completion:</p> <p><i>To complete our work together today, let's hear the most valuable thing that you are taking away from this workshop today.</i></p> <p>Hear one thing from each person. Share something yourself.</p> <p>Thank everyone for their participation.</p>
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