

## Learner<sup>5</sup> Workplace Challenge Checklist

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!

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.

### Have you done all you can to prepare?

- Participate in pre-workplace challenge opportunities in your class.
- Research the company 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.
- Know who your teammates are and what your role is on the team.

### Have you thought about what you can do to make the workplace challenge a big success?

- 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 all brainstorm together.
- Figure out how you'll solve the workplace challenge.
- Present your solution to the person or company that issued the challenge.

### When the workplace challenge is over, how will you keep moving your career forward?

- 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 and participate in classroom activities that help you think about the value of the challenge.
- Complete any required paperwork, including candid feedback on the workplace challenge. What did you enjoy most or least about it? Be honest when rating your teammates and yourself on your performance. That will help make future workplace challenges more meaningful.
- Update your career development plan and consider next steps in moving your career forward.
- Send an email thanking the employer for his or her time. If you're interested in working there or learning more, say so and ask for next steps.
- Share your experience with your peers on social media. Perhaps a blog post about the event?

### Are you Ready for the Challenge?

Have you...

- Completed any required paperwork?
- Researched the partner company?
- Crafted your questions?
- Met with your teammates to clarify your role and get ready for the challenge?
- Thought about how you'll share your experience on social media?

<sup>5</sup> Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.