How to run your own career speed networking event

Career speed networking events involve a range of volunteers coming together to chat to groups of young people about their jobs. The aim is to introduce young people to a wide range of jobs that are available to them, broadening their horizons and encouraging them to aim high.

If this is the first time you are hosting a career speed networking event, or you would simply like a little extra guidance when planning your event, please refer to the check list below.
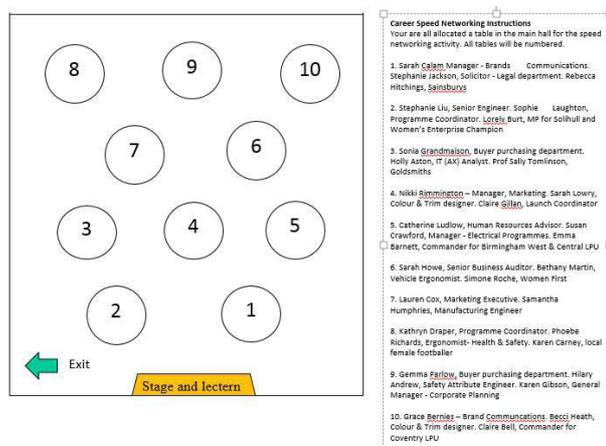
4-6 weeks before the event

➢ Select a date and time for your speed career networking activity and a group of anywhere between 50 – 100 students to take part.
➢ Decide on the number of volunteers you want to attend and whether your event has a specialism/ sector theme, or if you are reaching out to volunteers from a range of sectors.
➢ Log on to Inspiring the Future Australia using your password to search for and invite volunteers in the professions, specialisms or areas (e.g. apprenticeships) you would like to see represented (ideally one volunteer speaking to a group of 6-10 students).
➢ Ensure a suitable space such as a hall, drama studio or library is reserved for the event.
➢ Arrange for a holding room for the volunteers to have refreshments upon arrival.
➢ Extend the invitation to other people you might like as guests. Some schools use this opportunity to invite their local MP to attend.

2 weeks before the event

➢ Arrange refreshments for the volunteers upon arrival.
➢ Review volunteer list and decide whether it is necessary to reach out to other volunteers.
➢ Send briefing document to volunteers outlining timings, running order, travel info, whether they need to prepare anything prior to the event.
➢ Organise parking spaces as required.
➢ Work out where in the school you can source furniture for the event – students and volunteers can either sit around a table, or if this isn't possible a circle of chairs works well too.

1-2 weeks before the event

➢ Brief relevant students and encourage them to think of questions they would like to ask.
➢ Finalise volunteer list and create a table plan (see diagram below as an example)
➢ You could invite local media to attend the event – please contact our Campaigns & Communications Manager if you have any questions in regards to this: **Contact us**
➢ Decide if you want to assign some of your students to act as ambassadors on the day to greet the volunteers, show them around the school, serve refreshments etc.
➢ Print off Inspiring the Future example career speed networking questions for your students here http://itf.clouddns.inspiredsoftware.com.au/web/content/835?unique=850c6e908395425d92cd97f7c01de39e5025167e&download=true
➢ Send a brief reminder email a couple of days before to ensure volunteers are still able to attend.

Example table plan

Assign volunteers to tables. If there are any volunteers who are from the same company, or have similar jobs you can spread them out evenly, meaning all students get to speak with a wide range of volunteers.

Event day

➢ Ensure the furniture in the room is set up and that the tables are numbered before the volunteers arrive. Place lined paper, pens and example speed networking questions for your students.
➢ Ensure students/ staff members are available to greet volunteers upon arrival.
➢ Brief the volunteers and ensure they have time to ask you any questions before they join your students. Give them a short intro talk and then sit them down with the young people.
➢ Encourage students to ask questions and engage with the volunteers.
➢ Rotate the volunteers around the tables every 8-10 minutes. If you are hosting a large event you may wish to use a bell or a whistle to signal to the volunteers that it is time to move onto the next group.
➢ If your school are active on social media please do tweet about the event to

@ITF_Australia

Post event

➢ Thank the volunteers for attending the event.
➢ Ask students and volunteers for feedback.
➢ Send us pictures, videos and feedback so we can help to showcase and celebrate your success on our website and through social media. Please Contact us