



Take Over Days
for Young People in Europe



TODAY

Take Over Days for Young
People In Europe

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Take Over Days
for Young People in Europe

Take Over Days

FOR YOUNG PEOPLE TO WALK FOR
A DAY IN THE STEPS OF PUBLIC
SERVICE AND BUSINESS LEADERS

A Guide to Creating a Takeover
Day with and for young people

HELLO!!!

We are excited to hear you would like to run your own Takeover Day

A Takeover Day may only be 24-hours long, BUT it takes planning and hard work to make it successful.

Takeover Days have helped over 50,000 young people in the UK get a feel for what it is like to make decisions as a leader of a business, public service or not-for-profit organisation.

In Wandsworth, London, Takeover Days have been running for 7 years and we want to share this amazing experience with young people from across Europe. We have co-designed this toolkit with young people and youthworkers from the UK, Spain, Italy and Romania.

Our toolkit includes a Guide, training and coaching materials and some top tips for organisers, employers and young people, to help them plan and get the most out of the day.

We hope you find it useful. Good luck!

The TODAY project team

The TODAY project would like to give special thanks to Wandsworth Youth Council and Participation People (www.participationpeople.com) who helped to prepare this Guide.



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www.youthtodays.eu

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Contents

1. Aim
2. Planning the day
3. Briefings for employers
4. Help young people to prepare
5. Evaluating the day
6. Top tips
7. Example



Take Over Days
for Young People in Europe

THE AIM

index section

1. For young people
2. For employers



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1. For young people

The chance to be involved in leadership and high- level decision making, to gain work experience and learn about different jobs.



IMAGE 1

2. For employers

The chance to get young people's perspectives on what they do and their decision-making processes. They can use young people's input to shape their services and products. For example, young people can often offer valuable insight and advice on using social media - an area where many small businesses struggle.





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for Young People in Europe



PLANNING THE DAY

index section

- I. Create commitment
2. Plan the date and venue
3. Recruit employers
4. Recruit young people
5. Sign-up process
6. Help young people prepare
7. Get pairing
8. Venue
9. Registration
10. Introductions
- II. Health and safety and safeguarding

I. Create commitment

Our NUMBER 1 rule is to co-design and deliver the day with young people!

GET SUPPORT

The day can be as big or as small as you like.

You need to ensure that you have support from the people in charge. Try to get it from leaders and senior staff at the host employer organisation from the start. This will help to recruit other staff to take and ensure you have a wide reach of people to help.



IMAGE 1

2. Plan the date and venue

Book the Takeover Day date well in advance. Ensure nothing BIG is happening on that day with the employer as that could limit the number of staff able to take part.

Mid-week days are better than Mondays and Fridays due to holiday, admin and staff training days.



TOP TIP!

Deliver it during a school term we find November works best.

You'll need to have space to host the start and end of the Takeover Day. For example, your local Town Hall or somewhere fancy looking, to give the event some glamour. Ensure it is also central and easy for everyone to get to.



IMAGE 2



3. Recruit employers

Try to recruit the employer to host the Takeover Day first, so you know exactly what you will be able to offer young people on the day. Offer the opportunity to a range of organisations and departments, to increase the range of jobs and roles available.

Ask host employer staff about:

- Their job title(s), what department/team they are in the type of work they do a brief job description;
- 3 things they are responsible for project

Prepare an information pack (see an example at the end of this guide) with details of what you expect of the employer, what they need to do to prepare and how they can engage young people. Include an example programme for the day. Employers also like knowing the age and interests of the young people.

Send the employer a formal invitation letter confirming the arrangements. Offer meetings/ phone calls to help them plan the day and give them ideas on involving young people.



TOP TIP!

Send them a calendar invitation too, so the date is saved in their diaries.

TODAY

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Most importantly: Remind them to plan activities that give young people the chance to help shape services and be involved in meaningful decision making AND ask them to send you their agenda for the day - young people like to receive this in advance.

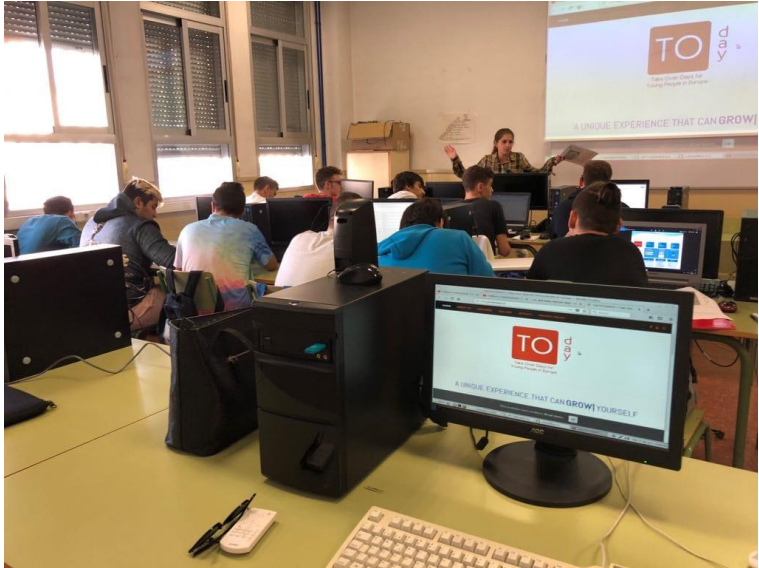


IMAGE 3

4. Recruit young people

Use your networks to recruit young people including schools/ colleges/ youth centres/social services and the employers taking part.

Do some targeted recruitment, so those that would most benefit from the day know about it, like young people not in education or employment (NEET).

Ask them: What their interests are in their spare time, what they want to be one day and what job roles on offer they are interested in.

This is where the job titles and job descriptions from employers come in handy, and the usual health and safety and safeguarding questions too.





5. Sign-up process

We suggest creating the following:

- Posters with the sign-up details
- Letter to professionals who can offer the opportunity to young people
- Consent letter for parents - so they know what their child is signing up to
- Use your Social Media channels to promote with regular posts and updates



TOP TIP!

Include a sign-up link in your social media



6. Help young people prepare

Communicate directly with young people as much as possible, to ensure they get all the necessary information.

Give them a written briefing that outlines:

- employer address and map
- date and times
- transport options,
- lunch and break plans,
- appropriate dress,
- event organiser contact details
- what to bring
(e.g. pen, notepad, tablet, etc)
- Ask if the young person has any special needs
(e.g. assistive tech, dietary, cultural...)

Try to communicate directly with young people as much as possible, to ensure they get all the necessary information. Give them a written briefing that outlines: primary venue, times, transport options, lunch plans, appropriate dress, event organiser contact details and what to bring. Don't forget to give them a consent form too.



7. Get pairing

Once all employers and young people have signed up, start pairing them up. We usually pair 2 young people with 1 employer - this helps young people feel less nervous. Be sure to ask employers when signing up if that's ok.

Try to pair young people with employers whose job they have expressed an interest in or whose field of work they were interested in. However, some jobs may be in high demand and you can't accommodate all young people. Don't worry - young people have sometimes had the best days doing a job they had no idea existed.



IMAGE 4

Young people love to know who they will be taking over so they can do some research about the job.

We also suggest sharing their day's agenda too. Employers like knowing the age and interests of the young people, too.

Just a note of warning - young people and employers pull out last minute. So make sure everyone knows that there is a possibility that this can happen.

This is also a great time to remind them of the plan for the day. Share with young people and employers information about who they will be taking over, or being taken over by. We often e-introduce young people to their employers but be sure to blind copy in young people. #GDPR.



IMAGE 5

Here's a useful YouTube video on GDPR:

<https://www.youtube.com/watch?v=j6wwBqfSk-o>



8. Venue

Have a central base for the event. This is where young people and employers will arrive in the morning to meet and where they will return to at the end of the day for the evaluation session.

The event organiser needs to stay here all day, in case they are needed.



IMAGE 6



9. Registration

Ask young people to arrive before the employers. This ensures you have enough time to check consent forms and allow for late comers.

You can also then host a short briefing session with young people, answer any last-minute questions/concerns and get them to complete a skills survey.

10. Introductions

Get employers and young people to return to the base venue at the end of the day. Run a short evaluation session to find out what they got up to, what they learnt and what impact young people were able to make. WCLL to add templates

Hand out certificates to young people or even better, ask one of the senior staff to present them.

11. Health and safety and safeguarding

Do a risk assessment with the employer using your organisation's health & safety etc rules. Make sure that you also know what employers' policies are and that those taking part in the Takeover Day are aware of them.

Nominate one person from the team to be the emergency contact for the day and give their details to everyone. Also make sure you have an emergency contact number for each young person.

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PLANNING
THE DAY





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for Young People in Europe

BRIEFINGS FOR EMPLOYERS

index section

- I. Briefings for Employers



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BRIEFINGS FOR
EMPLOYERS



I. Briefings for Employers

Send a written briefing outlining the day with details for the day and actions for them to do, to help you plan.

ADVICE FOR EMPLOYERS

Offer meetings/ phone calls to help them plan their days and give them ideas on involving young people meaningfully.

Most importantly: Remind them to plan activities that give young people the chance to help shape services and be involved in meaningful decision making. AND ask them to send you their agenda for the day - young people like to receive this in advance.



IMAGE I







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EVALUATING THE DAY

index section

1. Evaluation Forms
2. Evaluation Report



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EVALUATING
THE DAY



I. Evaluation Forms

EVALUATION FORMS: At the end of the day ask employers and young people to complete evaluation forms.

Don't forget: ask young people to complete the pre and post event skills survey so that they can see their progress and learning.

Questions should identify: what they enjoyed, what could be better next time, what young people did, what decisions they helped make, what they learnt and what impact having young people taking part had.



IMAGE I



2. Evaluation Report

Use **the** day's agenda and evaluation forms to pull together key highlights:

- What **young people** did;
- What **they** learned and gained from the experience;
- What **employers** learnt from young people & how they will use this;
- What **difference** did the young people make at work and what decisions they were involved in;
- What are **the** young person's next steps

Share the evaluation report with them to showcase the success of the day. Most importantly, ask them to save the date for next year!



TOP TIP!

This report is a great way to encourage others to take part.





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TOP TIPS

index section

1. Evaluation Forms
2. Evaluation Report



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TOP TIPS



I. Top tips for Employers

We have created some Top Tip for employers, young people and organisers of Takeover Challenge. These provide some quick ideas on how to run, plan and take part in a successful Takeover Challenge.



IMAGE 1

- Plan your day well and partner with other colleagues;
- Give young people things to do and set them challenges;
- Use the day to your advantage and gather young people's views on your service;
- Organise impactful activities where young people can have a say and make meaningful decisions;
- Explain your work Jargon;
- Ask young people questions to ensure they understand;



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- Make the day as exciting but also show them some of the mundane tasks too;
- Be conscious of long meetings and periods of doing nothing;
- Let organizers know what decisions young people have been involved in and skills they have developed - to help evaluate the day.



TOP TIP!

This report is a great way to encourage others to take part.

2. Top Tips for Young People

- Give your details when registering so organisers can communicate directly with you;
- Research a bit about the organisation and job role;
- Come prepared with questions;
- Dress appropriately - smart casual is a safe bet;
- Make a good impression. You never know what opportunities this could create;
- Look interested and alert, even when you are feeling bored or left out;
- Be open minded;



- Be eager - take on the challenges presented to you;
- Take notes of what you did and what you learnt;
- Be engaging;
- Don't be afraid to voice your opinion and be heard;
- Act professionally and appropriately.



IMAGE 2





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for Young People in Europe

EXAMPLES AND TEMPLATES

index section

1. Letter to employers
2. Information and checklist for employers
3. Brochure for employers
4. Parental consent form
5. Register
6. Icebreaker
7. Certificate
8. Evaluation form
9. summary report

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I. Letter to employers

EXAMPLE EMPLOYER HOST ORGANISATION LETTER

Dear

Following our recent discussions, thank you for agreeing to host a Takeover Day on [ADD DATE]. As you know, a Takeover Day is designed to give young people the opportunity to 'take over' your role at work, (or a key aspect of it). One or two young people will follow a member(s) of your staff for the day and will be actively involved in some of their key activities and making high-level decisions.

For example:

- Chairing or co-chairing meetings;
- Giving their perspective on your services and products;
- Advising on social media;
- Carrying out research;
- Preparing proposals;
- Helping to write reports and other documents in a 'youth friendly' way;
- Helping prepare and launch a marketing or other event.

You are giving young people a great opportunity to experience the world of work and a chance to observe and practice decision making, teamwork and leadership skills. Your organization and staff will benefit from the young people's fresh perspective and you will gain a real insight to the young people who may even become part of your future work force.

How will the Takeover Day work?

Before the day

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At least a week before the Takeover Day, we will assign [ADD NUMBER OF YOUNG PEOPLE] young people to you and ask you to create a plan and timetable to showcase the job roles you have chosen for them with some interesting activities and a chance to observe and contribute to some of your decision making processes. If possible, send us a short description of the job role the young people will be 'taking over' and any important details (e.g. any off-site activities; specific dress code etc.).

On the day

Many young people will not have visited an office like yours before. Please take a little time at the start of the day to explain what your organization does and give them an insight to a typical day and make sure they know the name, contact details and job role of the member of staff they will be following. They will also need to know where the toilets are, the time of lunch breaks, how to find their way around your premises and so on.

Attached is a guide with an outline timetable which you may find useful.

Please get in touch if you would like to discuss this further or have any questions.

[ADD YOUR CONTACT DETAILS]

Yours sincerely

[ATTACH EMPLOYER HOST ORGANISATION ADVICE]

2. Information and checklist for employers

ADVICE FOR EMPLOYERS HOSTING A TAKE OVER DAY

Thank you for signing up to host a Takeover Day on **[ADD DATE]**. This is a short guide for employers. You may want to give this to the members of staff who will be working with the young people taking part.

What is a Takeover Day?

A Takeover Day is designed to give young people the opportunity to 'take over' the role of a senior member of staff, (or an important aspect of it). One or two young people will follow a member(s) of your staff for the day and will be actively involved in some of their key activities and making high-level decisions.

For example:

- Chairing or co-chairing meetings;
- Giving their perspective on your services and products;
- Advising on social media;
- Carrying out research;
- Preparing proposals;
- Helping to write reports and other documents in a 'youth friendly' way;
- Helping prepare and launch a marketing or other event.

You will be giving young people a great opportunity to experience the world of work and a chance to observe and practice decision making, teamwork and

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leadership skills. Your organization and staff will benefit from the young people's fresh perspective and you will gain a real insight to the young people who may even become part of your future work force.

The TODAY project would like to give special thanks to Wands worth Youth Council and Participation People who helped to prepare this Guide.

ADD NAMES OF OTHER PARTNER YP GROUPS HERE

PLAN BEFORE THE DAY

I. Timetable for the Day

Please prepare an outline of what roles you expect to involve young people in plus any information they need to know for the day. Young people say that knowing what they are doing helps to calm their nerves! We have included a timetable that you can use.

Example timetable for the day

Start	End	Description	Location
8.30am	9am	Arrival and registration of young people	
9am	10am	Briefing and training for young people	
10.00am	10.30am	Senior staff and young people meet and Takeover Day photos can be taken.	
10.30am	4.30pm	Young people "takeover" their allocated staff roles Please add times for lunch, other breaks and location if the young person will be going off-site.	
4.30pm	5pm	Feedback, evaluation and Group photo	

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Take Over Days for Young People in Europe

2. Equipment List

For example, will young people need to wear smart/casual clothes? Will they need access to their phone/tablet or to bring a notebook and pen with them? If you require them to bring anything else, please let us know.

3. Accompanying young people

Please make sure that you appoint a member(s) of staff to be with the young people throughout the day, including lunch break. And ensure that s/he has a copy of this guide.

4. Travel on the day

If the young person will be travelling outside the office, if they are under 18, please ensure that a member of staff travels with them, and that public transport or licensed taxi services are used. If this is not possible, please alert us so that a member of our team is available to travel with them.

5. Traveling offsite

If you plan to go off-site (away from your main site of work), please let us know the address you are going to and method of transport you are using. This information can be included in the day program.

6. Lunch

Each young person will be given **ADD AMOUNT** for lunch. Please remind them to collect the receipt and return it to us at the end of the day.

7. The young people

The young people are recruited through local schools, youth centres and youth groups. They will all be between the ages of ADD AGE years old. If they have any medical/dietary or additional requirements you need to be made aware of, we will let you know in advance.

8. Pairing young people and your staff

We try our best to pair your staff with young people that have an interest in their job role. One week before the day, we will send you a list of who they have been paired with, their age and their interests.

9. Evaluation session

At the end of the day, we will run a 30-minute evaluation activity with your staff representative and your young people, take a group photo and hand out certificates. If you have any suggestions on how we can improve the day we will be very happy to receive them.

10. Our Contact details

Our number is: ADD NUMBER

Please call this at any point during the day if you need advice or support. If you get separated from your young person, call us immediately.

All young people's details will be held on site with us and we will be based at ADD LOCATION

A FEW HINTS AND TIPS FOR A SUCCESSFUL DAY!

How to achieve a really successful Takeover Day, some tips

Tip 1- Develop your activities for the day

Each time we run this event, adults always tell us that they wished they had planned the day more effectively. Discuss with your staff what type of activities you could run on the day e.g. go to a meeting, visit a centre, answer the phones, write a presentation. Then think about how a young person could be involved in that.

THE TAKEOVER CHALLENGE IS MADE UP OF 2 PARTS:

1 Takeover

For many young people this will be the first time that they have experienced the working world. They will most likely know nothing or very little about your role, your job and your organization. Please make sure you take the time to explain things and outline your role and perhaps the path you took to get there.

You can also show them what a typical day for you would look like and entail. Let them do some tasks that you would normally do such as chair or attend a meeting.

2 Challenge

Consider giving them a project or "challenge" to complete on the day. This will ensure that young people are having an impact and being involved in decision making processes. It will allow you to get a young person's perspective on the work you do.

It will also give you the chance to answer emails and phone calls as well as attend confidential meetings.

Examples of projects young people can do are:

- Give their opinion on a service that you are planning or delivering;
- Help you make budgeting decisions;
- Get involved in a publicity campaign / write a press release;
- Inspect a service / building for you;
- Research a project and then present the results to you and your team;
- Brainstorm the barriers and solutions to a problem you are having in your service/ team.

Tip 2 - Evaluation and capturing outcomes

- What have young people learned/gained?
- What have young people been involved in/ what activities have they done?
- What difference have they been able to make?
- What benefits to you feel the Takeover Day has given your organization?
- What would you change or do differently next time?
- Would you like your organization to take part in another Takeover Day?

Please do think about these questions, as these are some of things we will be asking in the evaluation sessions and will help us plan future sessions

Twitter: We will be Tweeting throughout the day to help capture the day. So please be sure to tag @XXXXXX in any Tweets you do.

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Photos: We will do our best to capture young people in action. We may come and take photos at some of the activities listed in your place of work. Please let us know in advance if this will not be possible.

NEED MORE INFORMATION?

Please get in touch with **ADD NAME & contact details** for more information.

**THANK YOU FOR YOUR PARTICIPATION
AND SUPPORT!**

3. Brochure for employers



4. Parental consent form

Takeover Day Project

Participant's First Name:

Participant's Last Name:

Date of Birth:

School:

Ethnicity:

Gender:

Parent/Guardians

First Name:

Last Name:

Email Address:

Address:

Post code:

Contact Number [1]:

Contact Number [2]:

Please provide medical information relating to any medication, allergies, dietary requirements etc your child may have:

Doctors Name:

Doctors Address:

Doctors Telephone number:

Where did you hear about the Takeover Day project?

Consent Statement

My child is in good health and I consider him/her capable of taking part in the Takeover Day. I also understand that while xxxxx will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child.

Please note that to help promote the project, photographs may be taken to be used in publications such as Facebook and Twitter or in the media.

If you DO NOT wish your child's picture to be published, please tick this box [].

If you DO NOT wish your child to be photographed AT ALL please tick this box [].

Parent/Guardian Name (BLOCK CAPITALS):

Signature of Parent/Guardian:

Date:

5. Register

PARTICIPATION REGISTER

PARTNER NAME & ADDRESS		DATE:
BRIEF DESCRIPTION OF ACTIVITY: (or attach outline of training/coaching session; Takeover Day program etc.)		
No. of hrs:	No. YP taking part:	No. youthworkers:

Name	Signature	Email Address	Age

EMPLOYER ORGANISATION: PLEASE ADD:

- EMPLOYER NAME & ADDRESS
- SECTOR
- APPROXIMATE NO. OF EMPLOYERS
- ROLE IN PROJECT
- EMPLOYER REPRESENTATIVE SIGNATURE

Notes – this sheet is confidential and should be attached after the participants have signed the register

PLEASE:

- Make sure everyone taking part in the session/activity signs the attached register;
- If an employer is involved in the event, complete the employer record sheet and ask them to sign;
- (subject to consent) take photos and videos that can be used in project publicity/social media;
- Record below the number of male/female students and number experiencing disadvantage or with special needs;


	No.
NEET	
Migrants, refugees	
Disability/mental health problems	
Live in Isolated rural areas	
Other (specify)	
Total	

- Add any other info/comments you think are useful, here:

6. Icebreaker

Activity title	Icebreaker
Learning objective	To help participants to settle in and learn names.
Duration	10-15 minutes
Description / Method	<p>On the wall there will be a flipchart with each young person and staff members' name on it.</p> <p>There will be the question at the top that reads: If you could have any fictional character to play your life, who would it be". As people enter they will write up their answer and place it next to their name. At then, ask each person to explain why they have chosen their particular character.</p>
Skills / competences / EI used	Building rapport
Outcomes	<p>1. Building confidence to speak in a group</p> <p>2. Using a fun way of getting participants to communicate and learn names.</p>
Resources	Flipchart and markers
Source	

7. Certificate



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CERTIFICATE OF PARTICIPATION


Awarded to
[name]

Who took part in the Takeover Day at
[organisation name]

On
[date]

Signed:
[for project – name & job title]

Signed:
[for employer – name & job title]



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8. Evaluation form

PARTNER NAME	DATE
STUDENT PARTICIPANT QUESTIONNAIRE	
NAME AGE	
Why did you take part in this event?	
What did you enjoy about it?	
Can you describe 3 things that you learned?	
What would you would change or improve about your experience?	
What do you plan to do next as a result of taking part?	
How helpful did you find the training and materials in creating this event?	
Very helpful 2 3 4 5 Not helpful	
Would you like to take part in another Takeover Day?	
Yes	
Not sure	
No	
Do you have any other comments?	

PARTNER NAME	DATE
YOUTHWORKER/TEACHER QUESTIONNAIRE	
NAME	ORGANISATION
<p>What did you learn from this event?</p>	
<p>What do you think the young people learnt from taking part in the event?</p>	
<p>What would you would change or improve about the event for next time?</p>	
<p>What do you plan to change about your practice as a result of taking part?</p>	
<p>How helpful did you find the project toolkit and activities in creating this event?</p>	
<p>Very helpful 2 3 4 5 Not helpful</p>	
<p>Would you like to take part in another Takeover Day?</p>	
<p>Yes</p>	
<p>Not sure</p>	
<p>No</p>	
<p>Do you have any other comments?</p>	

PARTNER NAME	DATE
EMPLOYER QUESTIONNAIRE	
NAME	ORGANISATION
<p>How do you feel your organization benefited from taking part in this event?</p>	
<p>What would you would change or improve about the event for next time?</p>	
<p>Do you plan to change anything about your business as a result of taking part?</p>	
<p>Would you like to take part in another Takeover Day?</p> <p>Yes</p> <p>Not sure</p> <p>No</p>	
<p>Do you have any other comments?</p>	

9. summary report

PARTNER NAME	DATE
SUMMARY REPORT Please complete for each takeover day	
YOUNG PEOPLE'S EXPERIENCE	
1. Sector / employer	
2. Were the practical arrangements satisfactory?	
3. Brief details of the activities/decisions the young people took part in	
4. What YP learned from the experience	
5. Did the event meet their expectations?	
6. What longer term impact will taking part have on the YP?	
7. What went well?	
8. What could be improved next time?	
ANY OTHER COMMENTS?	

PARTNER NAME	DATE
<p>EMPLOYERS' EXPERIENCE</p> <p>Please complete for each takeover day</p> <ol style="list-style-type: none"> 1. What did the employer learn from the young people 2. How will they use this information e.g. to change a service/product 3. Has this experience changed their view of young people? 4. What could be improved? 5. Would they take part in another Takeover Day event? <p>ANY OTHER COMMENTS?</p>	

This project has been funded with support from the European Commission and this publication reflects the views only of the author, the Commission cannot be held responsible for any use which may be made of the information contained therein.



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