



# YOUTH EMPLOYMENT AND OPPORTUNITY

*Developing Boston's Future Workforce*



At YEO, our mission is to employ, develop, and engage Boston's youth. We amplify youth voices and bridge opportunities for personal and professional growth. We envision a future where Boston youth are educated, equipped, and empowered to move successfully into adulthood.

Our work encompasses:

- Youth employment
- Career education and skill development

In order to successfully foster this environment, our team at YEO has designed a series of developmentally appropriate curricula that tailors to the various needs of Boston youth. These workshops are created nationwide, as well as communal data and research that support youth employment readiness and skills.

Workshops are organized into bundles based on specific focus areas, with add-ons available as supplementary workshops that can be added to any bundle.



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## Curriculum Bundles

### Bundle 1: Professional Development and Career Readiness

**Executive Functions:** A 2-part \*series that focuses on the development of skills that contribute to life-long functioning in areas such as critical thinking and problem-solving, planning, decision-making, and executing tasks. Here, participants will engage in workshops as well as interactive activities that introduce these skills as being life-long processes - ones that are crucial to the success of professionals, as well as personal, relationships, problem-solving, planning, focus, and multitasking.

1. Mental Flexibility & Goal Setting
2. Time Management & Relationship Building

*\*This series is not designed in chronological order. The selected number of workshops may vary based on partner availability and preference.*

**Career Exploration:** A three-part \*series that focuses on the why behind career-based exploration, navigation, leaps, and strides. During this series, youth will reflect on their personal strengths and challenges as they explore aptitude and how to interpret this into action. Youth will recall past experiences in order to recognize the plethora of skills that they already possess and how these could contribute to their next steps, and designing their ever-changing, professional compass.



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1. Brainstorming Your Career Path - *Exploring Aptitude*
2. Designing Your Compass
3. Making Moves and Taking Strides - *Applying What We've Learned*

*\*This series is designed chronologically. Youth are encouraged to participate in all three, consecutive workshops in order to successfully map out the next steps in their career exploration process.*

## Bundle 2: Job Readiness and Networking

**Resume Writing:** This single workshop crash course focuses on the most critical aspects of youth-specific resume writing. This workshop is designed to be developmentally appropriate for our participants, highlighting ways to incorporate and organize aspects of personal, school-based, and limited work experiences onto a well-structured and impressive resume. In this workshop, participants will engage in creative activities that express the power of capturing the most telling moments, skills, and experiences in order to make an impact on potential employers, in addition to receiving resources that they can take home and utilize in the future.

**Finding And Applying for Jobs:** This single workshop crash course focuses on the various aspects that go into the timely, tedious process of finding and applying for jobs. In real-time, participants and facilitators go through a step-by-step simulation of finding and applying for a job including preparation, navigating a career-based search engine, filtering and sorting, conducting thorough research, and finally, applying. This will cover ways to prevent being scammed. Youth will also be provided with take-home resources including checklists and organizers to utilize in the future.

**Interviewing:** This single workshop crash course focuses on the most



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important aspects of youth-centered interviews. This workshop is designed to showcase the entirety of the interviewing process including how to prepare, day-of tasks, common interview procedures, and follow-up action. Here, youth will also participate in fun, engaging, and creative activities in order to experience a well-rounded interview process firsthand, taking on the perspectives, roles, and responsibilities of both an interviewee as well as an interviewer.

**Tailored for Success - LinkedIn 101:** LinkedIn is not only a social media platform to help you find a job, connect with colleagues, and read interesting articles. LinkedIn is also a useful tool to help you prepare for an interview. Job seekers can use LinkedIn to conduct research on companies, find out information about the person interviewing them, and for developing talking points for an interview. Job seekers should not just create a profile, you should strive to create one that maximizes the most important real estate in the profile.

## Bundle 3: Workplace Wellness

### MassCOSH

1. **Workplace Sexual Harassment** - Young people will leave this training with an essential understanding of what constitutes sexual harassment and abusive work environments. This includes being able to identify sexual harassment, unwelcomed attention, quid pro quo arrangements, and hostile/abusive patterns at work. It will also give a run down on strategies for addressing sexual harassment and the right of every employee to complain about sexual harassment without fear of retaliation.



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2. **Workplace Violence** - Given that most young people work in the restaurant and service industries, experiencing workplace violence is all-to-common for young people. By the end of this training, the young people in your programs will be able to describe the spectrum of workplace violence, to explain ways to de-escalate potentially violent situations in the workplace, to describe the roles of employers and workers in workplace violence prevention, and to describe where to go for help and to get resources.
3. **Working Teens' Rights** - This interactive presentation is fun and game-based, and participants will leave knowing their basic rights as a teen worker, how to identify unsafe working conditions, and what to do if their rights are violated at work. The workshop covers the basic legal protections for young workers detailed in Massachusetts' child labor laws, compensation and hours for young workers, workplace safety and health hazards, and how to stand up for your rights.

## Bundle 4: Financial Literacy

### BANK ON BOSTON

1. **Banking Basics** - Banking Basics offers the first steps on the journey to financial independence! This workshop talks about the benefits of banking and managing your paycheck along with learning about basic banking terminologies. Youth will get informed on the types of transaction accounts, fees, account misuse, and an understanding of what is taken out of their paycheck!
2. **Credit Banking Basics** - Why is Credit Important? What is Credit? What is a Credit score? What is interest? This workshop dives into the



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credit system and how you can make it work for you. Youth will learn about how credit may impact their lives especially when making big financial steps such as applying for a job, getting your own phone plan, buying a car, applying for an apartment or paying for college/trade school.

## **Bundle 5: Condensed Workshops**

For the Summer of 2025, our office will be offering condensed workshops to provide greater flexibility. If you are considering choosing most or all of our workshops, we recommend opting for our condensed options:

- **Finding And Applying for Jobs + LinkedIn 101**
- **Resume + Interview**
- **Career Exploration (Condensed)**

These workshops retain the same objectives as previously described, but they have been abbreviated to allow for additional workshop days. For example, if you choose Resume + Interview, both sessions will be condensed into a single day instead of two, each still lasting a maximum of one hour and fifteen minutes.

To learn more about how this works, please inquire with our Career Development Coordinator during the meeting for workshops and schedule selection.



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## Add ons

**One Love Foundation:** One Love empowers young people with the tools and resources they need to see the signs of healthy and unhealthy relationships and bring life-saving prevention education to their communities. Our partnership is to connect organizations that are interested in educating the young people within your agency about the practice of healthy and safe relationships.

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## Any condensed workshop