



## OPPORTUNITY ADVISOR STRUCTURE GUIDE

# LOOKING THE PART

## MODULE 4



YAP  WORX



 Youth **Advocate**  
PROGRAMS, INC.

**KEY MISSION:** The workplace is a new environment for young people and can be for some adults. Some individuals are equipped to adapt to this new environment fairly easily; others, particularly those who are system-involved or have other challenges, require additional support, guidance and information to navigate the road to success. To help them aspire to their potential, it takes patience, understanding and a willingness to stick with them until they get it right. YAPWORX is an entirely new model for getting youth and young adults soaring high to future economic success, putting youth in the pilot seat with Advocates and Opportunity Advisors (OA) helping them navigate.

**KEY NOTES:** During the program, you will have four (4) fifteen-minute bi-weekly opportunities (a Cycle) to interact with a YAPWORX participant and their Advocate. All interactions will take place around a specific module in the YAPWORX curriculum. A YAPWORX learning module is an individualized, structured guide to world of work discovery. It teaches participants about the behaviors, attitudes, skills, resources and strategies one needs to succeed in the world of work. OAs help reinforce the objectives of the Learning Module. They help place it in a real world of work context, thereby exponentially increasing the impact of learning. You will begin with one Learning Unit and can increase up to three as the term progresses.

Advocates will accompany the participant at all times and supervise their interactions with you. No participant is allowed unsupervised contact with an OA at any time. If you are interested in extending your role beyond being an OA, please speak to the Advocate about mentor requirements and obligations.

#### **KEY CONCEPTS:**

**Labor Market Information (LMI):** information about where the jobs are, what is required to get the jobs, how much the jobs are paying, what benefits are offered, and what the job outlook is in the future.

**Opportunity Advisors:** (de-facto career mentors): gainfully employed adults (18+) who represent local growth area industries and services and commit to sharing labor market information and social capital with a YAPWORX participant.

**Social Capital:** a network of social connections that exist between people, and their shared values and norms of behavior, which enable and encourage mutually advantageous social cooperation.

**Advocate:** a professional YAP, community based staff member, trained and supported by YAP in delivery of the YAPWORX curriculum and the provision intensive, wrap-around case management services to youth and their families.

**YAPWORX:** an individualized, 24 module, strength-based curriculum that uses the power of experiential, work-based learning experiences to give underserved youth a chance at gaining authentic labor market information and connections. It uses the support of an opportunity advocate to turn these assets into career pathways and employment opportunities.

#### **KEY DEFINITIONS:**

**Thrival:** consistently making moves to promote your life, freedom and future economic opportunity

**Future Economic Opportunity (FEO):** doing what you gotta do today to improve your economic conditions tomorrow

**Five Elements of FEO:** Work experience, Connections, Credentials, Skills, and Degrees

## **MODULE 4    LOOKING THE PART**

**Opportunity Advisor:**

**Industry/Company:**

**Date:**

**Participant:**

**Advocate:**

**Phone/Email:**

**Objectives:**

By the end of this session, the participant will be able to:

- List the differences between dressing for an interview and dressing for work.
- Discuss strategies to improve non-verbal communication.
- Give examples of proper work place dress
- Develop a personal dress code plan

**TOUCH 1****THE CONNECT****Learn-Work Investigation****QUESTIONS YOU WILL BE  
ASKED BY THE YAPWORX  
PARTICIPANT AND THEIR  
ADVOCATE****Location:****Date:****Time:**

- ☐ What are the skills, credentials, minimum educational requirements, and types of previous work experiences required for an entry level position in this industry?
- ☐ Do you have a dress code policy at this company?
- ☐ What are the key elements of the policy?
- ☐ What happens when someone violated the policy?
- ☐ What are the most common ways the policy is violated?
- ☐ What are the consequences when someone violates the dress code policy?
- ☐ What are your recommendations on how to dress for a job interview for this company/industry?
- ☐ What recommendations do you have about daily dress and appearance for someone interested in an entry level job at this company/in this industry?
- ☐ Would you review my personal 6 point appearance matrix and give me your personal recommendations?

**LEARN-WORK  
RESPONSE NOTES****RECOMMENDED  
LEARN-WORK  
ASSIGNMENT****NOTES**

First, prepare a list of clothing banks in your area where someone can secure professional dress attire.

Second, based on the information I just shared, please come to our next meeting dressed as if you were going to a job interview.

**TOUCH 2****THE FOLLOW-UP****Learn-Work Project Feedback:****Location:****Date:****Time:****QUESTIONS TO GUIDE  
YOU IN REVIEW OF THE  
PARTICIPANT'S  
LEARN-WORK  
ASSIGNMENT**

- ☐ What impressed you about the participant's presentation/project?
- ☐ What does the participant's presentation/project tell you about their understanding of the subject matter and what's required for entry-level workplace success in your industry?
- ☐ Are there any overall thoughts/suggestions that you would like to share with the participant?
- ☐ What are your recommendations on how to share this presentation/project with peers, family and community?
- ☐ Overall LEARN WORK project feedback

**CONNECTION POINT  
SHARED****SERVICE IDEAS SHARED**

**TOUCH 3****THE SERVE****Serve Feedback:****Location:****Date:****Time:****QUESTIONS TO GUIDE  
YOU IN REVIEW OF THE  
PARTICIPANT'S  
SERVICE EFFORT****CONNECTION POINT  
FEEDBACK**

- ☐ What did you learn from your service?
- ☐ Did anything surprise you about your experience?
- ☐ How did it make you feel and why?
- ☐ List two benefits you received from serving others?
- ☐ Where would you be in six months if you continue to serve?
- ☐ How did others, including me, perceive you and your efforts?
- ☐ Did you learn a new skills or clarify an interest?
  
- ☐ What did you like about how they connected with you?
- ☐ What was genuine about it?
- ☐ How many people do similar efforts/Why and Why not?
- ☐ What do you think will happen if the participant continues to make genuine connections?
  
- ☐ For our last meeting, think about two ways I can help you build FEO. What are really committed to doing to improve your life? What are your goals for the next three months and how can I help? Also, please share your Thrival and Ready for Work ratings. Good luck.

**TOUCH 4****THE REQUEST****The Request:****Location:****Date:****Time:****PRE-TOUCH 4****ADVOCATE REVIEW****TOUCH 4 FACILITATION**

Discuss: What are the two ways you can help the participant build FEO?

- ☐ So tell me, what did you gain from this cycle?
- ☐ What are your goals for the next three months and how can I help you build FEO?
- ☐ Where are you on the Thrival Scale? Ready for Work Matrix?
- ☐ How can I help you move in the right direction?

**ACTION STEPS TOWARD HELPING PARTICIPANT BUILD FEO**

	Me	Participant	Advocate
ACTION STEP 1			
ACTION STEP 2			

I AM INTERESTED IN ANOTHER CYCLE WITH  
THE SAME PARTICIPANT ☐ Yes ☐ No

I AM INTERESTED IN ANOTHER CYCLE WITH  
ANOTHER PARTICIPANT ☐ Yes ☐ No

ON A SCALE OF 1 TO 10, HOW HAS THIS EXPERIENCE POSITIVELY  
INFLUENCED YOUR PERCEPTIONS OF SYSTEM-INVOLVED YOUTH?

1 2 3 4 5 6 7 8 9 10  
a little a lot

DO YOU KNOW SOMEONE ELSE INTERESTED NAME:

COMPANY:

PHONE:

ARE YOU INTERESTED IN A PART-TIME JOB AS A YAP ADVOCATE? ☐ Yes ☐ No

*It starts with a fire inside the belly...a desire for change; a vision for a better life.  
Add preparation, and it becomes a belief. Add opportunity, and it becomes a goal.  
Add support, and it becomes a way of life.*

*An Opportunity Advisor (OA) is one who knows that everyone must start from the beginning and that sometimes people mess up and must return to the starting line. An OA realizes that the only way to fight against 12-21 years of bad information, advice and examples is to not give up until they get it right. An Opportunity advisor stands committed to helping without the expectation of gratitude or reciprocation.*

*Because in the end, some young people just need a spark to start the fire.*

*I am an OA - I am a Spark!*

