ORGANIZATION PROCEDURE

(An Outline for Organizing and Running - Community Sponsored Workshop)

I. What It Is -

The concern of a community for its young people comes to life in the operation of an AFSC Applicant Preparation Workshop, drawing together those dedicated teachers, counselors, interested community leaders and agencies, with a spirit of interest in the success of recent graduates and young high school students. To bring these young people, particularly those from minority groups, before a prospective employer in the most advantageous situation and to help them intelligently to meet on-the-job problems of adjustment, a series of Workshop sessions are held. Here are gathered speakers, consultants and resource persons from local businesses, industries, the State Employment Service and other agencies. These persons under the guidance of a program coordinator help the young people lay hold of the tools available to build a better selection of opportunity, a better interview, and a better job performance. Among the tools used are the socio-drama, the motion picture, and other visual aids, and the sound recorder.

This outline is but a formative guide. The Workshop for any given community should be planned in accordance with its needs, interests, available personnel, etc.

II. Launching the Program -

A community-wide co-sponsoring group should be organized under the leadership of a director or chairman to plan the workshop. The committee should be organized and routine plans formulated well in advance of the opening date of the workshop.

This committee should include:

1. Community agencies interested in young people.
2. Individuals interested in young people.
3. Social groups.
4. Civic groups.
5. Guidance and counseling representatives from local school system.
8. Management representatives.
9. Local Friends' Meeting representatives.

III. Planning the Program -

The above committee may work as a whole or subdivide to handle:

a. Proper timing of workshop for given community
(Such factors as school examinations, preparation for graduation, holidays, and annual events peculiar to each locality must be considered in the initial planning since these conditions will affect attendance at the meetings.)
b. Suitable center for holding the workshop
(Location of the meeting place is another key to the success of the project. Such a place should be centrally located and accessible to transportation.)

c. Public Relations
(Publicity is the best means of promoting and stimulating community interest in the project. The campaign planned with emphasis on the advance publicity should be carried on throughout the project. It should include well-written press releases, pictures, letters to key people, and posters in key agencies which work with youth groups.)

d. Recruiting members
(Recruiting is one of the most important organizational functions for a well-balanced and integrated participating group. Distribution of application forms to interested young people four to six weeks before the workshop begins, so that the blanks may be returned sufficiently early for use in program planning by the co-sponsoring group. Teachers and counselors will assume the responsibility for interesting high school students who would best benefit from such a course, since their work is directly concerned with students' program planning for future careers. To reach the young adults outside the school, it is necessary to have a well-organized publicity campaign. In addition to giving data on the workshop, such publicity should include information as to where application forms may be secured and details regarding registration.)

e. Speakers and Consultants
(Personnel representatives from local businesses and management representatives participate in workshop meetings as consultants and observers. The co-sponsoring group could make a list of potential consultants, then decide which persons would take the responsibility for contacting these consultants for various meetings.)

f. Coordinator - Chairman
(The importance of the coordinator, a person not only interested in young people, but capable of keeping the group stimulated, cannot be overemphasized. No doubt the co-sponsors will be able to name many candidates for this job. However, they should be sure that the person finally chosen has more than a passive interest in the project, and is able to attend all the sessions.)

g. School cooperation

h. Films (for workshop meetings).

i. Literature and exhibits (for workshop meetings).

j. Arranging for occupational trips.

We suggest:

a. That workshop membership be limited to 15-20 persons.
b. That application blanks, sample attached, be used; that a nominal registration fee be charged to cover the cost of materials used and distributed during the course.
c. That field trips be scheduled on Saturday mornings and open to non-participating people in current workshop. (Names of these non-participants could be kept as possible recruits for the next year's project.)

IV. Operating the Workshop -

SUGGESTED MEETINGS

First Meeting - Orientation - 1½ hours

Presiding: Director or Chairman

10 min. 1. Complete registration. (Substantial partial payments may have been made. Payments should be completed at first meeting.)

15 min. 2. Get acquainted. (Introduce planning committee and coordinator to workshopers; workshopers to each other.) Any one of several devices for breaking the ice may be used at this point.

15 min. 3. Presentation of Workshop Philosophy and Techniques.

Suggested methods: 1. Illustrated Talk by Director
   2. Dramatic Skit by Selected Persons
   3. Spot Introductions by Co-sponsoring Group

20 min. 4. Tentative Workshop Organization - Director

   a. Select a tentative secretary.
   b. Name necessary working committee chairmen, i.e., room arrangements, bulletin board, library, trips, social, scrapbook, etc.
   c. Focus group's attention on time, place, and topic of second meeting. (Distribute free reading material related to the topic for second meeting.)

30 min. 5. Refreshments - Meeting of Secretary and Workshop Committee Chairmen with Director-Coordinator. (Discuss duties and respective responsibilities; help chairmen of committees to secure committee members.)

Second Meeting - Job Opportunities - 1 hour or longer

Presiding: Coordinator

5 min. 1. Roll Call - Secretary
   Committee Reports or announcements - Committee Chairmen

30 min. 2. Panel - "Job Opportunities"

Representatives from:

   1. State Employment Service
   2. State or local FEPC Committee

(This presentation should include a description of the labor market, what
it is; how it operates; how it affects applicants now and in the future; where to seek jobs; increasing opportunities for minorities; employment agencies and how to use them; existing laws governing employment practices; labor unions -- their operation and function.)

20 min. 3. Discussion Period

5 min. 4. Announcement of next meeting -- its time, place and theme -- Director

(Suggest here that general tips about choosing a vocation be given workshoppers. The 4th "You and Industry Series" entitled "You and Your Future" could be distributed, or "Your Job Future," Women's Bureau, U.S. Department of Labor.)

Third Meeting - You and Your Future - 1 hour or longer

Presiding: Coordinator

5 min. 1. Roll Call - Secretary
   Committee Reports - Committee Chairmen

15 min. 2. Lecture - Charting your "Job Future" - Guidance Director or Consultant

10 min. 3. Film - "Finding your Life Work" or "Choosing Your Occupation" - Kunz Motion Picture Service

10 min. 4. Discussion Period with Guidance Directors

5. Organization of Groups based on expressed vocational interests - Workshop Director, Workshop Coordinator, Guidance Directors

   a. Industry (machinists, power machine operators)
   b. Service Jobs (beauticians, barbers)
   c. Professional (nurses, teachers, doctors, social workers)
   d. Business (clerks, secretaries, accountants, store managers)

Fourth Meeting - Job Preparation - 1 hour or longer

Presiding: Director - Coordinator

5 min. 1. Roll Call - Secretary
   Committee Reports or announcements - Committee Chairmen

50 min. 2. Interest Group Meetings - Consultants from the four interest areas

   a. Industry
   b. Service Jobs
   c. Professional
   d. Business

   (These should be persons who are thoroughly equipped to inform and stimulate the group.)
5 or more min. 3. Reaction Questionnaire

a. Have leaders secure from their respective groups individual reactions to the workshop to date. Sample questions:

(1) Are you enjoying the workshop? (Yes - No) 
   If no, please state why ______________________________

(2) What phase of the workshop program have you found most helpful? (Reading materials, films, charts, pictures, speakers, discussion periods, meeting new or old friends)


(4) What suggestions or suggestions would you make for the improvement of our workshop? ______________________________

(5) Would you like an appointment for individual counseling? (Yes - No)

b. Leaders must be advised to point out the importance of this information to the sponsoring committee and its impersonal nature. No names required on questionnaire.

An Interim Evaluation Meeting

Presiding: Director - Coordinator

At this point in the course, members of the sponsoring committee, the director, coordinator, chairmen of the workshop committees, consultants, and any interested workshoppers should come together for an evaluation to date of what has happened. The returns in the Reaction Questionnaires should prove helpful.

The findings of this group should determine the trend and direction of the balance of the course.

Fifth Meeting - Getting Your Job - 1 hour or longer

5 min. 1. Roll Call - Secretary
   Report on Interim Evaluation Meeting - Director or Coordinator

2. OCCUPATIONAL INTEREST GROUP MEETING - Same representation used at the 4th meeting or other Personnel Representatives from the selected interest areas.
20 min. a. Group Leaders - Talk on the "Job Campaign" (This talk should describe the principal parts of the Job Campaign, namely the Application, Interview and Follow-up. Special emphasis should be placed on the Application - the theme for this meeting. Attention might be drawn to the how of compiling data sheets, writing letters of application, filling out application blanks and lining up references. The pamphlet "Job Letters" by A. A. Liveright, published by B'nai B'rith Vocational Service Bureau should be useful.)

30 min. b. Workshop - Practice Period (Fill in sample application blanks from various companies and agencies, write sample letters of application, etc.)

5 min. c. Secure approximately two (2) volunteers from each group to prepare and present a skit at the next meeting.

d. Announcement of time, place and plans for the next meeting.

e. Distribute free reading and illustrative material based on "Dressing for the Interview," "Dressing for the Job."

Post Session
3. Volunteer workshopers meet with a person sufficiently skilled to prepare and present within the given week an effective skit demonstrating the "right" and "wrong" dress for the interview and the role of voice and speech in getting a job.

Sixth Meeting - Getting your Job (continued) - 1 hour or longer

Presiding: Director or Coordinator

5 min. 1. Roll Call - Secretary
Committee Reports or announcements - Committee Chairmen

15 min. 2. Presentation of skit - "The Interview" - Volunteer Workshopers
Spot recording of workshopers' voices (to be used in a later meeting).

30 min. 3. Discussion Period - Representatives from Bell Telephone Company
Representative from Department Store
Importance of the follow-up should be stressed in this discussion.

Seventh Meeting - You on the Job - 1 hour or longer

Presiding: Director or Coordinator

5 min. 1. Roll Call - Secretary
Committee Reports or announcements - Committee Chairmen
15 min. 2. Discussion Period - Coordinator
(Tie in information secured in the sixth meeting with the role of
dress and voice on the job. If thought wise, utilize some of
the workshoppers’ voices recorded at previous meeting to illus-
trate points.)

25 min. 3. Lecture - Good Human Relations - Speaker
(This should show the importance of good relations with fellow
employees, direct supervisor, etc.; suggest ways of resolving
problems that hinder good relations; also importance of knowledge
of general policies; advantages of further study.)

10 min. 4. Demonstration - Socio-Drama or Incident Control - Voluntary Work-

10 min. 5. Announcement of Closing Meeting - Director
Time, place, theme: Growing on Your Job through Fun
(Explain social nature of the meeting, urge workshoppers to
bring their friends to this meeting.)

Eighth Meeting - Growing on Your Job - 1 hour or longer

Presiding: Director or Coordinator

10 min. 1. Routine Business
General Announcements or remarks - Director

10 min. 2. Summary of Workshop Program - two selected workshoppers

40 min. 3. Introduction of Lobby for your Hobby Program - Coordinator
(Program planned well in advance by coordinator with workshoppers
or secure well in advance persons who have exciting hobbies to
do the job.)

4. Refreshments

Final Evaluation Meeting

All persons who have been concerned with the project, co-sponsors, con-
sultants, etc., including representative workshoppers, convene to evaluate the
total project. They might ask themselves questions similar to these:

1. What were our goals?
2. To what extent have these goals been achieved?
3. In what respect have we failed?
4. How do we account for our failures and successes?
5. What recommendation do we make for a future project of this nature?
APPLICATION BLANK
(To be returned in advance of Workshop opening date)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>School (attending or last attended)</td>
<td></td>
</tr>
<tr>
<td>Club or Organization</td>
<td></td>
</tr>
<tr>
<td>Job (be specific - give name of place and state what you do)</td>
<td></td>
</tr>
</tbody>
</table>

Name of any office you have held, honors or prizes won

Father's Occupation | Mother's Occupation

What occupation would you like to enter?

Why?

Are your parents in agreement with your plans?

If not, why not?

What subjects do you like best at school?

What subjects do you like least at school?

What are your favorite hobbies?

Check in order of your choice six topics which you would like to have discussed at the Workshop meetings:  (Use numbers 1, 2, 3, etc. to indicate the order of your choice.)

| 1. Opportunities for Getting a Job | 6. What to Know about Unions |
| 2. How to Choose a Job | 7. What to Know about Unions |
| 4. How to Apply for a Job | 9. How to Plan for the Future |
| 5. How to Advance on Your Job | 10. How to Plan for a Personal |
| 11. Job Campaign |
| 12. How to Know What the Employer Expects | 13. An Explanation of FEPC |
| 14. How to Get Along with People | 15. Community Responsibilities |
| 16. How to Improve Your Personality | 17. that Go with Holding a Job |
| 18. Fun and Play off the Job | 19. What Your Salary Will Buy |
| 20. How to Use the U.S. Employment Office | |
APPLICANT PREPARATION WORKSHOP

American Friends Service Committee
November, 1949

ORGANIZATION PROCEDURE

SUGGESTED SOURCE MATERIALS

I. Plays and Skits


Discusses informal dramatics, how to select stories for plays, procedures to be followed in preparing for informal dramatization of stories, how to develop the dramatization, plan the dialogue and write the script. Excellent aid for teachers and counselors working with young people. Contains a good bibliography.


This pamphlet develops the "quiz" form of information entertainment.


*4. Dorothy C. Wilson. We Call It Freedom, Friendship Press, 156 Fifth Avenue, New York. 15 cents.


*Numbers 3, 4, and 5 do not deal directly with vocational guidance, but foster intergroup understanding.

II. Radio


III. Exhibits - Charts

1. Pictures from newspapers and magazines, photographs, pictures from advertisements, handiwork, arts and crafts, commercial posters and charts, free-hand drawings, cartoons, etc., are sources. Our World, Ebony, Life, Pic and other magazines are sources of excellent occupational pictures.

IV. Visual and Auditory Programs

1. Guide to United States Government Motion Pictures

2. Selected Motion Pictures - 34th Edition, Association Films, Y.M.C.A. Motion Picture Bureau, 16 mm sound, and deal with educational and vocational subjects. This is a special audio-visual education service of the National Council of the Y.M.C.A. to schools, colleges, churches, clubs and community organizations. Terms of service are easily arranged.

3. Coronet Instructional Films, 65 E. So. Water Street, Chicago 1, Ill.
   a. Aptitudes and Occupations
   b. I Want to be a Secretary
   c. Choosing Your Occupation
   d. Finding the Right Job
   e. You and Your Work

The above films may be secured from Kunz Motion Picture Service, 1319 Vine Street, Philadelphia, Pa.


V. Literature - Pamphlets and Books


This monograph points out methods of selecting a career; stresses planning in advance; looking over all the vocational fields. It tells how to study an occupation; how to analyze one's self, considering, of course, the educational record.

2. Careers Research Monographs. The Institute for Research, 537 S. Dearborn Street, Chicago 5, Ill. $3.50 per group.

Each monograph gives complete, detailed, reliable and understandable information about the career, including the history; nature of work; the attractive and unattractive sides; personal qualifications required; education, opportunities; income; a word picture of a day's work; how to get started; capital required, if any, and a description of the many jobs in the field.


4. The B'nai B'rith Vocational Series
   No. 1 and 2 (combined) Professional Opportunities for Jewish Youth
   No. 4 How to Plan Your Life Work
No. 5 The Which? Book - a guide to the vocational relationship of school subjects.
No. 6 Careers in the Skilled Trades
No. 7 Your Job - How to Find It, How to Hold It
No. 9 Jobs in Business
No. 10 Job Letters
No. 11 Jobs in the Civil Service

All of above are 10 cents each. Low quantity prices on request. The B'nai B'rith Vocational Service Bureau, 1003 "K" St., N.W., Washington, D.C.

5. Choose Your Position (Practical Suggestions for Territories) Placement Department, Katharine Gibbs School, 230 Park Avenue, New York 17, N.Y.


7. Vocational and Professional Monographs Billman Publishing Co., Inc., Boston, Mass. 50 cents to $1.00


23. Michael Core. 101 Ways to Be Your Own Boss. Arco Publishing Co., New York City. (Small businesses that can be started with $200 to $5,000, including little known opportunities in uncrowded fields.)


26. Telephone Courtesy, Bell Telephone Co. of Pennsylvania.


32. Glamour, Job Editor, 420 Lexington Avenue, New York 17, New York.

33. Charm, Job Editor, 122 East 42nd Street, New York 17, New York.