

EFFECTIVE PREPARATION AND SUPPORT IN PRACTICE

Consider the Opportunity	Initial Preparation for Opportunity	Final Preparation for Opportunity
<ul style="list-style-type: none"> <input type="checkbox"/> What is the opportunity? <input type="checkbox"/> Why this young person? <input type="checkbox"/> What are the young person's feelings/ thoughts about the ask? <input type="checkbox"/> What knowledge/experience does the young person have? <input type="checkbox"/> What are the benefits for the young person? <input type="checkbox"/> How will the young person be financially compensated? <input type="checkbox"/> Are travel or lodging accommodations required? 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule conference calls. <input type="checkbox"/> Secure and review end results/objectives. <input type="checkbox"/> Provide necessary tools/materials/technology. <input type="checkbox"/> Work with youth on key messages. <input type="checkbox"/> Practice, practice, practice with the young person. <input type="checkbox"/> Identify options for financially compensating the young person. <input type="checkbox"/> Identify how travel and lodging accommodations will be supported. <input type="checkbox"/> Support young person in making child care, pet care or other dependent care plans. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review expectations. <input type="checkbox"/> Review key messages. <input type="checkbox"/> Review techniques for managing triggers. <input type="checkbox"/> Review techniques for managing the audience. <input type="checkbox"/> Check out the physical space. <input type="checkbox"/> Conduct a final run-through.
Show Up for the Opportunity	Support During Opportunity	Support After Opportunity
<ul style="list-style-type: none"> <input type="checkbox"/> Book flights and arrange transportation. <input type="checkbox"/> Provide a letter for work and/or school. <input type="checkbox"/> Provide important details and/or help them obtain the information. <input type="checkbox"/> Finalize wellness and basic needs planning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend the opportunity with the young person. <input type="checkbox"/> Check out the physical space. <input type="checkbox"/> If attending is not possible, plan to immediately check in with the young person. <input type="checkbox"/> Use nonverbal cues to support timing and self-care. <input type="checkbox"/> Provide encouragement and praise. <input type="checkbox"/> Provide a key message refresher. 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief. <input type="checkbox"/> Provide feedback and praise. <input type="checkbox"/> Listen and respond to feedback. <input type="checkbox"/> Answer questions. <input type="checkbox"/> Continue to encourage self-care. <input type="checkbox"/> Follow up on results of the project, meeting and next steps. <input type="checkbox"/> Ensure financial compensation was issued based on initial agreements.