

# الموظف الصغير

LITTLE EMPLOYEE



عضو في مؤسسة قطر  
Member of Qatar Foundation

## CORPORATE GUIDE



Qatar Career Development Center (QCDC), a member of Qatar Foundation, welcomes you to the third edition of its 'Little Employee' initiative, which provides students with first-hand experiences of real-life workplaces. Delivered in both Arabic and English, the initiative targets a wide range of students aged between 7 and 15, across Qatar and the region. It offers students the possibility to accompany their parent or relative to the workplace for the opportunity to learn about the value of work and the basic concepts of professional life directly from parents and their colleagues. Students are thus empowered to develop a preliminary idea about their professional future and to plan their career path early on, by making informed educational decisions that align with their ambitions.

The initiative is highly flexible in regards of time and implementation, and corporates can choose any working day between **February 19 – May 19, 2023**, to participate in the initiative.

## Importance of Corporate Participation

QCDC encourages all organizations and institutions across the public and private sectors to actively engage with, and participate in, the 'Little Employee' initiative, which will lend mutual benefits to both parties. These benefits include:

- The opportunity for corporations to promote the importance and value of their work among youth, which may help the company attract talents.
- To introduce and promote their mission, values, messages and objectives.
- To enhance the sense of belonging among employees and their families to the company.
- Various opportunities for practical learning and field experience will be provided to children of participating employees.
- The initiative is an opportunity for corporations to receive valuable feedback from participants on how to improve their programs and services and accelerate their development.
- The initiative will establish a societal model for life-long learning and a culture of high work ethics among participants.
- The initiative will also help companies develop their corporate social responsibility strategy and enhance their role in supporting future generations.
- Lastly, corporations will receive a certificate from QCDC showcasing their valuable contribution to the initiative.

## Corporate Participation Procedures

Corporations wishing to actively engage and participate in the 'Little Employee' initiative to offer their employees' children real-life experience can join now by filling out the registration form at the following link:

<https://bit.ly/3QaZw8T>,

or by contacting the organizers of the initiative at QCDC to learn more about available support and resources such as information leaflets, Participant Guide, introductory videos, and more.



## How to Prepare for the Initiative

**QCDC recommends implementing the following measures:**

1. Designating an employee to be responsible for coordinating the initiative within the corporation, as well as a liaison officer who will coordinate with QCDC organizers and other partner entities.
2. Cooperating with the company's human resources department to assess and determine the required security and safety procedures to safely host children at the workplace, as well as any other necessary measures and requirements.
3. Tasking the corporate communications department with developing a strategy to promote the initiative internally and externally, in addition to developing, in cooperation with QCDC, a media coverage plan.
4. Encouraging employees to participate in the initiative in accordance with the nature, mission, and values of the corporation.
5. Allowing the corporation's employees to volunteer to design a unique experience featuring activities that align with each corporation's message and mission. QCDC suggests the following list of activities, to be adopted in part, or as a whole:



- Sending participants a welcome note that outlines the initiative's timeframe, scheduled activities, health and safety regulations, and any other noteworthy disclaimers regarding transportation, accommodation, facilities, and food.
- Forming a team of the corporation's employees that will introduce students to the corporation and encourage them to engage with employees across various departments to learn about their jobs and the necessary skills to efficiently perform their tasks.
- Holding an introductory meeting before kicking off any activities to allow sufficient time for the guardian and child to discuss and determine the tasks and practical experiences that the student will undertake.
- Allowing parents to introduce their children to the tasks they are expected to perform, to supervise the simulated tasks, and to discuss outcomes.
- Forming parents and children groups to perform joint tasks, coordinate group work and teach students the importance of collective efforts.
- Designing family and group games to showcase the important role the corporation plays and its work ethics and to review the outcomes of the introductory tour and the children's work experience.
- Holding dialogue sessions in which parents share with children inspiring stories or exciting events that occurred during their work with friends and colleagues.
- Offering youth the opportunity to design individual or group presentations, or to write and present a simple report about their experience.
- Listening to the children's suggestions and observations about the corporation's work and tasks.
- Documenting children's participation in the initiative by filming them while they carry out tasks or deliver presentations.
- Making the necessary administrative arrangements to allow parents to leave work early in order to avoid exhausting their children.



## Advanced Activities

- Leveraging the initiative's media coverage to shed light on corporate departments whose work is often underrated in a bid to change public perceptions of the importance of their contribution.
- With regard to participating secondary school students, corporations may coordinate with schools to link the tasks they perform with academic subjects.
- Holding special competitions about some career paths that the corporation offers.

## Post Event:

- Ensuring that all participants register to receive a certificate of participation via the following link: <https://bit.ly/3jHtFRh>
- Encouraging parents to publish their children's contributions and experiences during the initiative on the corporation's social media platforms to act as an inspiration to other parents and children. You can do so using the initiative's official hashtag: #Little-Employee and tagging QCDC's account 'QCDCQatar' in the comment section which will give participating children a chance to enter QCDC's raffle and win valuable prizes.
- Providing coverage for the initiative on the corporation's digital outlets such as the website and social media accounts, and highlight the experience of participating children, the skills they acquired, and the jobs and professions they learned about.
- Publishing inspiring stories about the children's contribution to the corporation's work, and their interactions with parents and employees.
- Producing a brief video report that showcases the corporation's participation in the initiative, and to post it on social media platforms as a window into the participant's experience during the initiative.



## General Recommendations

The objective of the 'Little Employee' initiative is to provide children with the opportunity to experience a real-life work environment and to help them explore their interests and career aspirations in a fun and engaging way. To ensure this goal is met, the children should have an enjoyable and stimulating experience that empowers and encourages youth to ask questions and learn in a safe, inclusive, and pressure-free environment. Accordingly, QCDC recommends the following:

- Always take into account the variety of personal traits and the diverse set of abilities and interests that the students possess. Some children maybe active and extroverted, while others are not, which requires adopting a variety of approaches to properly engage students in the initiative's activities.
- Ask in advance about any health conditions or special needs and requirements that may require prior preparation or equipment for efficient and safe interaction with all children.
- Employees who volunteer to organize the initiative and manage activities on behalf of the corporation must be aware of the requirements of engaging children in terms of patience, calmness, and flexibility.
- Deal confidently with children's inquiries and comments and guide them toward safe and positive exploration.
- Set flexible timeframes and activity schedules for the initiative in order to accommodate students' needs and abilities and attract the widest range of participants.
- Corporations wishing to participate in the initiative can always cooperate with volunteers from schools or youth centers in designing and managing activities that align with various age groups.



## FREQUENTLY ASKED QUESTIONS



Can all sectors participate?

Yes, the initiative aims to motivate children to discover various careers within different industries.

What do I do if the corporation I work for does not agree to participate in the initiative?

You can coordinate with a friend or family member to take your child to their workplace and participate in the initiative, or alternatively, you can simulate your work experience remotely from home and provide your child insights into your profession.

I have several children and I can't take them all to work at the same time, what should I do?

We advise that you talk to them and discuss how the other child can participate in the next edition of the initiative, or explain that the child who will accompany you can later share his/her experiences with his/her brothers and sisters. For further information, please see the Participant Guide.

My child's school does not allow his absence to participate in the initiative, what should I do?

They can participate in the initiative during vacations or semester breaks.

Will my child get a certificate of participation in the initiative?

Yes, they will receive a certificate of participation that includes the number of hours they spent at your workplace, provided that you submit photos or videos that document their participation in the initiative.

