

Participant Guide

Qatar Career Development Center, founded by Qatar Foundation, welcomes you to the 'Little Employee' initiative that will take you and your children on a journey full of discovery, learning, and career development.

The initiative is highly flexible in regards of time and implementation, and parents can choose any work day to host their children between the ages of 7 and 15 at their workplace and participate with them in the initiative.

An introductory video about the initiative can be found in the following link, and parents can watch it to get familiar with the initiative's objectives, what is expected from them, and how students can get the most benefits out of this experience: <https://bit.ly/InfoSessVideo>

As a parent participating in this initiative, brace yourself for a unique opportunity to start a constructive conversation with your child and strengthen the parent-child bond between you, while helping him/her discover their interests, skills, and career aspirations.

To get the most benefits from participating in this initiative, please follow the guidelines below:

- Register now via the following link: <https://bit.ly/LE-Indiv-EN>
- Visit [QCDC website](#) to learn more about career guidance and why it's important in helping students discover their ideal career path.



- Discuss with your child the initiative's concept and the importance of this experience for them.
- In case you were unable to accommodate all of your children at your workplace during the initiative days, you can sit down with them, and discuss how the child who will accompany you to work can share his/her experiences with his/her brothers and sisters, and how children who could not participate in this year's edition can do so in the next edition.
- Before taking your child to work, check with your employer about the possibility of taking your child to your workplace and about health, security, or any other necessary conditions and regulations.
- If possible, coordinate with a co-worker to help you teach your child how to perform various tasks.
- Determine the day that suits your work schedule and set a plan that ensures your child benefits optimally from this initiative.



For instance, you can include the following activities in your plan:

- 1** • Take your child on a quick tour around your workplace and introduce them to your colleagues at the company or at least at your department.
- 2** • Discuss the nature of your work with your child. Talk to them about the tasks you usually perform, and the tasks you plan to perform on the initiative's day.
- 3** • Define the tasks with which your child will help you while taking their age and ability into account. Inform them about these tasks. Don't underestimate any task, no matter how simple it is; even printing a sheet or arranging files can be a great learning experience for your child.
- 4** • Do not forget to provide your child with a healthy meal and drinking water, as well as show them the location of the sanitary facilities.



5 . Take pictures and videos of these unforgettable moments for your child to keep. Do not forget to share them with us on social media platforms using the hashtag **#LittleEmployee** and tagging us **@QCDCQatar** for an opportunity to enter QCDC's raffle and win valuable prizes.

6 . After you return home, discuss with your child what they had learned from the whole experience, what caught their attention, and what they liked most about it.

7 . Ask your child to write a simple report of the information they gained through their day at work.

8 . The initiative will also provide volunteer certificates from QCDC, the certificates indicate the number of hours your child spent at your workplace.

Request your child's certificate by filling in the information via this link:
<https://bit.ly/QCDC-LE-Sruvery>

Please include with your application a picture/video showing your child's participation in the initiative.

9 . Tell us your thoughts and recommendations. Also, make sure to share your experience of participating in this initiative with your colleagues.

