



Get Ready to Co-Create with Youth Workbook

Co-Create with Youth in the Workplace Toolkit



Canadian Council for Youth Prosperity
Conseil Canadien pour la Réussite des Jeunes



So, You are Ready to Co-Create with Youth?

Amazing! This workbook is designed to help get your team ready to launch a co-creation experience with youth. There are step-by-step activities to help you identify your purpose, core challenge area and rollout plan. You can work through these activities asynchronously or come together in a meeting to do the activities together.

Learning Objectives:

- Identify the core purpose of your youth co-creation experience.
- Define your design question to center youth co-creation.
- Create a plan of action to get your first co-creation experience up and running.

Using this Workbook

This workbook offers a series of activities to help you get started on your youth co-creation journey. We have a few recommendations to get the most out of this workbook:

- Feel free to print each activity or use the PPT template provided and edit this document in PowerPoint or Google Slides.
- We recommend completing the activities with the individuals in your organization that will be part of the youth co-creation work.
- Want to complete the activities fast? Bring people together in person or Zoom to do the activities. You can also do the activities through asynchronous collaboration.
- As you complete each activity, we recommend saving it in a place the whole team can access. These can be helpful documents to review throughout your youth co-creation experience.



Activity 1. Common Intentions

It's likely you have heard the phrase "Start with Why" before. We are going to do just that. List 3 reasons why you want to co-create with youth below.

Intentions

- Understand the youth experience...

Next, turn your intentions into a vision statement. Complete the following vision statement by completing the prompts below.

Vision Statement

By co-creating with youth, we will change...

how we design our career programs.

In our organization, this change will look and feel like....

more youth participating and positive youth feedback.



Activity 2. Slide and Design

You now have a driving vision. Next, decide as a group the program elements you want to incorporate. Move the blue slider on the slide or draw a line at the level you want for each program element.

Youth- Adult Partnership



Youth Decision Making



Youth Skill Development



Youth Leadership



Engagement Depth



Engagement Length



Financial Compensation



Youth Creation





Activity 3. Set Experience Goals

From your program design, let's create actionable goals for your youth co-creation experience. Review the SMART Goal Model below.

The SMART Goal Model

Specific List the who, what, when and where.	Measurable Add values and measures.	Achievable Does it feel ambitions and doable?	Relevant Does this connect to our vision?	Time Provide a doable timeframe.
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Next, let's generate goals you have for the program. Brainstorm your goals and evaluate each goal using SMART. Write the goal below, and list Yes or No for each SMART category. Refine your goal as needed to ensure it covers all five SMART areas.

Goal	S	M	A	R	T
Goal 1. Create five new ideas from a design jam to reach more youth about our nursing jobs.	Y	N	Y	Y	N



Activity 4. Design Your Design Question

Let's prepare for your first youth co-creation experience. A clear design question may look easy to write, but its more challenging than you think. As a group, decide the core problem you want to tackle.

The problem we are trying to solve is...

Let's turn your problem into a question. Use the "How Might We" framework to get started. Reiterate your question three times to get the question crystal clear.

How Might We...

V1. How Might We...

V2. How Might We...

V3. How Might We...



Activity 5. Pen to Paper Plan

Now that all our framework is established for a great co-creation experience, let's create a project plan. Map out the project plan below as a team. Once done, save the project plan to refer to as you put steps into action.

About Your Program

Describe your experience in a short paragraph.

Core Problem List your design challenge here.	Design Question How Might We...	Program Goals Through youth co-creation we will..	
Key Activities What activities will your run? What core milestones do you need to achieve?	Key Staff and Partners Who do you need to work on this? Who do you need to collaborate with?	Financial Resources Will we compensate youth for the experience? What is the budget?	Dates and Time When will your key activities happen? How long will they be?
	Marketing and Outreach How will youth find out about this experience?	Technology and Tools What technology do we need? What curriculum or event material do we need?	Final Products What will we produce at the end of the experience (a report, a pitch night)? What will happen with the results?



Activity 7. Youth Friendly Checklist

As you work through your plan and tasks, consider how to keep the experience youth friendly. Sometimes as we make decisions, we can lose site of the youth experience. Review the checklist below during your project planning and before your launch date.

Youth-Friendly Checklist	
Outreach	
<input type="checkbox"/>	Have we connected with youth-serving organizations for support and outreach?
<input type="checkbox"/>	Have we promoted our experience to where youth are at?
<input type="checkbox"/>	Do we have word of mouth to reach more youth?
Accessibility	
<input type="checkbox"/>	Is our experience at a youth friendly time, such as after school or weekends)?
<input type="checkbox"/>	Can youth attend our experience by public transit?
<input type="checkbox"/>	Can youth access the technology easily to participate?
<input type="checkbox"/>	Are we financially compensating youth for their participation?
<input type="checkbox"/>	If the experience is in person, is the space physically accessible for youth of all abilities?
Inclusion and Safety	
<input type="checkbox"/>	Have we embedded inclusion and diversity principles in our experience?
<input type="checkbox"/>	Can we provide a physiologically safe space for participants?
<input type="checkbox"/>	Do we have processes for child-safe data collection and storage?
Partnership and Support	
<input type="checkbox"/>	Are we offering mentorship and skill support to youth participants?
<input type="checkbox"/>	Do we have adult allies on board to support youth?
<input type="checkbox"/>	Do we have a plan to develop the skills of youth participants?
Feedback and Improvement	
<input type="checkbox"/>	Are we capturing youth feedback in our experience?
<input type="checkbox"/>	Are we ready for honest feedback from youth?
<input type="checkbox"/>	Do we have plans to improve from the feedback and experience?



Activity 8. Youth Friendly Best Practices

Notice some gaps in your youth friendly checklist? Not sure where to start. Here are some best practices and recommendations from us at CCYP.

Outreach

Connect and partner with youth serving organizations.	Hire youth leaders and facilitators as staff for the activity	Make sign up for youth easy and user friendly. Make sure its clear how and when you will be in touch.
Leverage social media to attract youth.		

Accessibility

Run activities during youth friendly times, such as evenings and weekends.	Pay youth for their time through honorariums	Ensure participation does not have a cost for youth. Cover public transportation and provide food.
Consult and use resources on accessibility to design an experience that supports youth of all abilities.	If using a physical space, book one that is accessible for youth of different physical abilities. Ex. wheel-chair friendly.	If using a physical space, consider how accessible it is by public transit.
Consider how to use close captioning or signing to make your activity accessible to all hearing abilities.	Consider translating resources and activities if supporting youth who may speak a different first language.	

Inclusion and Safety

Start your activity with a land acknowledgment that is personal and reflective.	Create a community agreement at the start to set behaviors of safety for all.	Consider sharing pronouns in a safe way.
Have a facilitator lead the session. Listen and offer empathy.	Find a way to validate youth who share personal lived experiences in the moment.	Bring in guest speakers and leaders from diverse communities.

Partnership and Support

Identify and communicate the skills youth will gain for the experience in advance.	Build in times in the activities for youth to network with adult allies.	Offer training to adult allies on facilitation, inclusion and youth.
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Feedback and Improvement

Find a way to validate youth who share personal lived experiences in the moment.	Be open to feedback from youth that is received. Stay open minded and not defensive.	Work to continuously improve the experience for youth.
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Activity 9. Youth Friendly Indicators

You will want to design some indicators to capture program success and youth feedback. Below are some indicators you can use to capture youth feedback on your co-creation experience. Select indicators that work for your experience and program them into the survey tool of your choice.

Youth-Friendly Experience– How did youth feel during the experience?

I felt welcomed and supported during the experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I trusted the staff that I met during the experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I felt comfortable to use my voice during this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I made connections with peers during this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Barrier Reduction – Did we effectively break down barriers to participation?

The experience was held during a time that worked for me.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

The compensation was adequate for the time I participated.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I felt the experience was accessible, such as locations and technology.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I felt the communication and expectations of the experience were clear.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree



Activity 9. Youth Friendly Indicators

Skill Development – Did youth develop transferable skills during the experience?

I improved my skills in communication through this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I improved my skills in working with others through this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I improved my skills in public speaking through this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I improved my skills in project management through this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Leadership – Did youth gain leadership experience?

I was given the chance to lead in this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I was given the chance to make decisions in this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I feel more confident in working with peers from this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

I feel more confident in working with adults from this experience.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree



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