

**TEENS WORK KNOW HOW PROGRAM 2026
ROUND 2 WORKING CALENDAR**

JUNE							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
EXPRESSION OF INTEREST: INTAKE OPEN	2	3	4	5	6	7	8
EXPRESSION OF INTEREST: INTAKE OPEN	9	10	11	12	13	14	15
EXPRESSION OF INTEREST: INTAKE OPEN	15	16	17	18	19	20	21
EXPRESSION OF INTEREST: INTAKE OPEN	22	23	24	25	26	27	28

JULY							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WEEK 0 WELCOME! MEET & GREET SESSIONS COMMENCE TUES-FRI 1-hour Zoom call *Available to book from Week 0.	29/6	30/6	1	2	3	4	5
	WHAT HAPPENS THIS WEEK? 1. Participants/parents receive "welcome" email from AV 2. Schedule 1-hour Meet & Greet session to be held in Week 0-Week 2 [30th June-3rd July, 6th-10th July, 13th-17th July] 3. Meet & Greet sessions available from Tuesday 30th June						
WEEK 1 MEET & GREET SESSIONS MON-FRI 1-hour Zoom call *Available to book from Week 0.	6	7	8	9	10	11	12
	EXPRESSIONS OF INTEREST: FINAL DAY						
WEEK 2 MEET & GREET SESSIONS MON-FRI 1-hour Zoom call *Available to book from Week 0.	13	14	15	16	17	18	19
WEEK 3 INTRODUCTION	20	21	22	23	24	25	26
	WHAT HAPPENS THIS WEEK? 1. Participants/parents receive the "Letter of Offer" email 2. Sign & return to AV by end of week						
WEEK 4 ONBOARDING NOTE: Book in coaching session 1 for next week.	27	28	29	30	31	1/8	2/8
	WHAT HAPPENS THIS WEEK? 1. Participants/parents receive an onboarding email with links to surveys & coaching session booking 2. Pre-Program Surveys: To be completed by student participant and parent/caregiver by 7th August 3. Book in 1-hour Zoom call. Coaching session 1 to be held in Week 5 (3rd-7th August)						

AUGUST							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
WEEK 5 COACHING SESSION 1 Self-Discovery (Goals & Interests) 1-hour Zoom call *Students to book this in week 4.	3	4	5	6	7	8	9
	DUE: PRE-PROGRAM SURVEYS						
WEEK 6 ONLINE WORKSHOP: Zoom link emailed to participants REMINDER! Book in coaching session 2 for week 8.	10	11	12	13	14	15	16
	ONLINE WORKSHOP: Resume Writing Part 1 5:30-6:30 PM						
WEEK 7 ONLINE WORKSHOP: Zoom link emailed to participants REMINDER! Book in coaching session 2 for next week.	17	18	19	20	21	22	23
	ONLINE WORKSHOP: Resume Writing Part 2 5:30-6:30 PM						
WEEK 8 COACHING SESSION 2 Resume Finalisation 1-hour Zoom call *Students should book this in week 5 after 1st coaching session. NOTE: Work experience forms to be signed by school.	24	25	26	27	28	29	30
	IN PERSON WORKSHOP: Interview Skills & Clifton Strengths Assessment 10AM-3PM						

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SEPTEMBER							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	31/8	1	2	3	4	5	6
WEEK 9 ONLINE WORKSHOP: Zoom link emailed to participants REMINDER! Work experience forms to be signed by school.		ONLINE WORKSHOP: <i>Mental Resilience with Leslie Clements</i> 5-6:30PM					IN PERSON WORKSHOP: <i>Teamwork & Workplace Etiquette</i> 10AM-3PM
	7	8	9	10	11	12	13
WEEK 10 WORK EXPERIENCE FORMS DUE! Email to AV by 7th September. ONLINE WORKSHOP: Zoom link emailed to participants TO BOOK: 1-hour practice interview with host employer.	DUE: WORK EXPERIENCE FORMS			ONLINE WORKSHOP: <i>Growth Mindset with Leslie Clements</i> 5-6:30PM			
	14	15	16	17	18	19	20
WEEK 11 PREP FOR PRACTICE INTERVIEWS REMINDER! Book in practice interview with host employer.	<p>WHAT HAPPENS THIS WEEK?</p> <ol style="list-style-type: none"> Your 1-hour online or in-person practice interview session should now be booked for week 12 Online: participants will receive Zoom link prior to practice interview session with host employer via email In-Person: participants will receive location & time details prior to their session via email Review the practice interview questions, made available in advance to all participants 						
	21	22	23	24	25	26	27
WEEK 12 PRACTICE INTERVIEWS 1-hour Zoom call or in-person session	<p>WHAT HAPPENS THIS WEEK?</p> <ol style="list-style-type: none"> Practice interview sessions should now be booked and all participants have the relevant details All practice interviews will be held between Monday-Friday during business hours (9am-5pm) Sessions are facilitated by an AV team member 						

OCTOBER							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	28/9	29/9	30/9	1	2	3	4
WEEK 13 WORK EXPERIENCE WEEK! TBC location					Post-Placement Celebrations TBC time + location		
	5	6	7	8	9	10	11
WEEK 14 COACHING SESSION 3 <i>Reflections & Feedback</i> 1-hour Zoom call *Students to book this week.							
	12	13	14	15	16	17	18
WEEK 15 FEEDBACK WEEK	<p>WHAT HAPPENS THIS WEEK?</p> <ol style="list-style-type: none"> Participants/parents receive links to their feedback surveys via email Post-Program Surveys: To be completed by both student participant and parent/caregiver 						
	19	20	21	22	23	24	25
WEEK 16 CERTIFICATE OF COMPLETION Emailed to participants							
	26	27	28	29	30	31	