



The I Can Be visit structure

Our visits have a simple, three-part structure that is engaging and informative for children and minimises planning for volunteers. This document outlines that structure and offers some practical tips for the visits.

Visit length: maximum one hour

Pre-visits training

The one-hour training session will cover the following;

- The aims and core values of the project
- Our three-part visit structure
- A collaborative session with a member of our staff in which we will help you to design a short, fun activity for the children that relates to your work
- Tips on how to get the most out of your participation in the programme

For London volunteers, the group training session will take place at our office in Westminster. Volunteers in Birmingham will attend a session in the city centre and the training for our Great Yarmouth programme will be held in Norwich city centre. At this session, you will meet other volunteers and have the opportunity to ask questions. Wine, soft drinks and refreshments will be provided and the session will take place after work hours.

Three-part visit structure

The visits are broken down into three sections.

The sessions begin with a 10-minute Q&A session. Children will have questions about what you do, or about you personally. Be honest and open, but not negative in your responses. Your personal experiences can help to bring the role to life for them.

This is followed by a short talk lasting no more than 5-7 minutes. This talk should recap what the children have learned from your bio and the Q&A, and include any topics not covered in the Q&A session; what your job is, why you like your job, how you got to this point in your career. Tell personal stories if you can - the children are interested in you as a person, as well as your job. Because of their age, remember to use very simple language, avoiding technical or industry specific terms and jargon and to keep your talk as short, fun and to the point as possible.

The visit ends with an activity lasting approximately 15-20 minutes. This will be planned in your training session and will use the skill that you think is most important for your job or is the most interesting for the children. For example, a lawyer might plan a courtroom roleplay around negotiation or making an argument, while a journalist might show the girls



how to write in shorthand. Props are also a great way to engage the children, even if the object seems unremarkable to you.

General Tips

Think about space and where you will be able to accommodate the children and their teachers in your work environment in advance. The visits will be most successful if you have a dedicated, quiet space to talk to them in. Depending on your workplace, this could be a meeting room, the office café or an appropriate and exciting space, i.e. next to the fire engines in the fire station or in the kitchen of a restaurant. The children are not there to watch you do your actual job, so having them gathered round your desk is unlikely to be engaging for them and likely to be disruptive or difficult for you.

We are available throughout the programme to support all of our volunteers, so please do not hesitate to get in touch with us at any point. You can email us at lamorna.byford@icanbe.org.uk or call us on 020 7799 6677 / 07541013333.