

AUCKLAND BUSINESS

C H A M B E R



**MINISTRY OF SOCIAL
DEVELOPMENT**

TE MANATŪ WHAKAHIATO ORA

YOUTH READY EMPLOYERS



**EMPLOYER WORK FROM HOME
TOOLKIT FOR YOUNG PEOPLE.**

We've chosen these 3 tools over others as the barebones for our toolkit, because they all include the option/possibility of integrating with each other. Give them a try, and see how much just a little initial elbow grease can get you once everyone's on board and using them. We don't think you'll be disappointed!

Slack

Slack is one of the best tools for keeping in communication employees working from home. You can create multiple channels for teams, projects, or anything else! Here at The Youth Group, we swear by our Check-In Check-Out channel, where our Future Players check in for the morning, out for lunch, back in, and then out for the evening using a set of templates which also tell everyone what tasks they plan to achieve, and manage to!

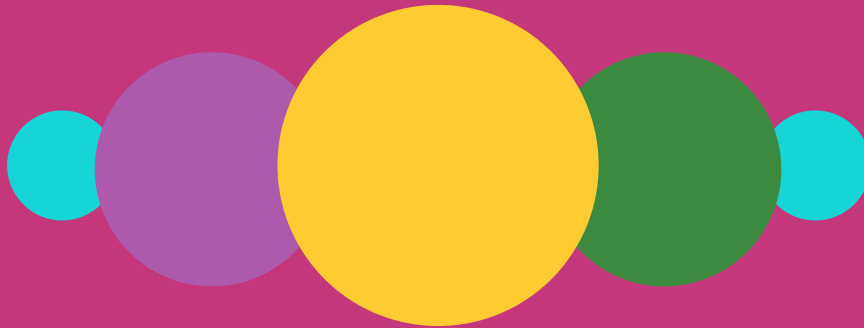
Trello

Something we also recommend using in conjunction with Slack, as we do, is Trello! Trello allows each member of the team to have their own fully personalised To-Do lists called boards. Additionally, boards can be added to specific groups, accessible by anyone who is a member of the group. One way we like taking advantage of this is having a "Leaders" group, which contains all our leaders and boards they own there in one place. Thanks to this, leaders can see the updates on other boards and swiftly move between them.

Google Drive / GSuite

Working in the cloud is another necessity when allowing employees to work from home. You'll have much more flexibility in allowing people to work both in and out of the office if they can easily pick up documents where they left off with services like Google Docs and Google Sheets.

YOUTH READY EMPLOYERS



The Ministry of Social Development and Auckland Business Chamber have launched this initiative which this document is part of called the Youth Ready Employer Programme which has been designed by The Youth Group to help companies better understand, connect, recruit, develop and retain young people for their businesses.

The programme comprises a range of online resources, including manuals, templates for job descriptions and guidelines on how to ensure your organisation is doing enough to attract young talent.



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POWERED BY THE YOUTH GROUP.