

The Door conversation guide

Introduction (10 minutes)

It is nice to start a new acquaintance with getting to know each other a little bit. But you only have 10 minutes in total, and both of you should introduce yourself. Take turns in asking questions from the list below and try to keep your answers rather short.

- Tell briefly who you are.
- Tell about your professional background: what do you work with now - or what did work with / or study before?
- Share something that you are good at or know a lot about that doesn't have anything to do with your job.
- Why did you join the Door?
- What do you expect from this meeting?

The sector (15 minutes)

The same job in the same sector can look quite different in different countries. During the next 15 minutes you will explore how your sector functions in Finland.

Here the Participant will ask the Door opener questions. Choose any questions from the list below or define your own questions:

- How are people recruited in the sector? Through ads, in newspapers or recruitment websites? Through contacts? Or as a result of work trials?
- How is the sector performing now? Growth or job cuts? Are there job opportunities or is there an excess of skilled people?
- Who are the important employers in the sector?
- How do you get a foot in the door in this sector? What would you do yourself if you were to start working in the sector today?
- What would a typical career in the sector look like? Can you advance in the sector?
- What do working hours look like in the sector? Are you expected to work overtime?
- What opportunities for self-employment are there in the sector?
- What use can you make of language skills or international experience?

Social codes (10 minutes)

Now you will spend 10 minutes on a fun subject. Work culture and social codes are different in different countries, cultures and sectors.

- How do you address people? Is everyone on first-name terms or do you address each other formally?
- How do you greet your colleagues?
- What is important to remember before, during and after meetings?
- Can you take a break when you want to? (Eg. for smoking or coffee)
- How do you take gender equality and inclusion in consideration at the workplace?
- Is there a dress code in the sector? What do you wear on a normal working day?

Participant's opportunities (15 minutes)

The next 15 minutes are there to reflect on the Participant's opportunities and paths into the sector. Look at the questions together and start with the one that feels most important.

- Participant: describe a job that you could do today, and a job that you would like to do in the future. Talk together about what the participant needs to do to reach his or her goal.
- Door opener: do you have suggestions for other professions that could be relevant for the Participant today or as a step forward? What competencies or experiences are important for these professions?
- How do you obtain necessary experience in the sector?
- What can be highlighted or modified in the Participant's CV? Did something emerge during the discussion that deserves to be emphasized?
- Are there opportunities for internships, apprenticeship or trainee programs? Courses or vocational training? Remember that you can also contact the Door to get such information.

Doors to be opened (5 minutes)

Briefly discuss how you will proceed.

- What kind of contacts would the participant benefit from meeting?
- Do you already have ideas about possible doors that can be opened and contacts that the participant could meet?
- Does the Door opener have other concrete tips that can help the Participant further?
- Don't forget: Are there doors the Participant can open for the Door opener?

Closing (5 min)

Agree on how and when you follow up with each other, when you send the contacts and if you two will stay in contact later on. Usually the Door opener puts the participant in touch with the new contacts within a week. Make sure you have the right contact information to each other. If you want a framework for continued meetings, you can, for example take part in our mentoring program FIKA.

One last little task...

Thank you for meeting and opening the door for each other.

Your last task is to create a common memory: place yourself in a doorway and take a picture of the two of you together.

For the Door opener: Go to integration.luckan.fi/dorren/#faq where you will find more information and email templates that you can use when contacting your network of new Door Openers.

To make more people curious about the Door, we would be so happy if you upload the picture on your social media channels tagged [#luckandoor](https://twitter.com/luckandoor) and tell your friends about your experience.