



**YRKESDÖRREN.**

**Conversation guide**

**Belong**

# Hello!

**We're happy** that you've decided to meet and exchange experiences this upcoming hour. Even if you already have things in common, talking to someone you've never met before can still feel nervous. Therefore, we've made this guide for you and we hope that it'll be helpful in supporting your conversation.

**On each page**, you'll find a different theme with suggested questions to talk about. We've also indicated (approximately) how long you should spend on each section before turning to the next page. Please note that there are a lot of questions and there won't be enough time to cover them all. We recommend that you choose the questions that feel most relevant to you.

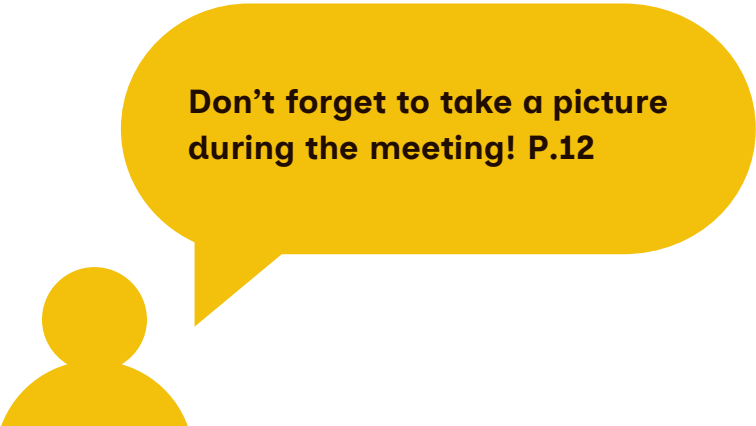
**If you finish** a section ahead of time, you can of course move on to the next theme. However, it's important that you have enough time to talk about each theme. By the end of the hour, the goal is that you have exchanged experiences as well as contacts that you can follow up with after the meeting.

**In the following** pages, the person who's already established in Sweden is referred to as the "door opener", while the person who's looking to establish new connections is called "the participant".

**Are you ready? Please turn to the next page!**

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**Don't forget to take a picture during the meeting! P.12**

# Introduction

**(10 minutes)**

The first set of questions is meant to make you get to know each other and establish a connection. While this is important, keep in mind that you only have about 10 minutes for this section and that both of you should have the chance to talk in those 10 minutes. Take turns asking the questions below and try to keep your answers brief

**1**

A few words about yourself

**2**

Your professional background: what do you work with? What have you worked with before?

**3**

What's something that you do well other than your work?

**4**

Why did you join Yrkesdörren?

**5**

What do you expect from this meeting?

# Industry

(15 minutes)

The same job in the same industry can be quite different in different countries. Therefore, you'll use the next 15 minutes to explore how your industry works in Sweden.

In this section, it's the Participant who chooses the questions that he/she wants to talk about. Choose any questions from the list below, or come up with your own questions. The Door Opener will answer the questions.

1

How do you get a job in the industry? Through ads online or in newspapers? Through contacts? Or as a result of internships?

2

How is the industry doing right now? Is the industry experiencing growth or downsizing? Are there many jobs available or is there a tough competition for jobs?

3

How do you get a foot in the door of the industry? What would you have done to get a job in the industry today?

# Industry

(15 minutes)

4

Who are the most important employers in the industry?

5

What do the career paths in the industry look like?

6

What are the normal working hours? Are you expected to work overtime?

7

What possibilities are there for selfemployment in the industry?

8

Is it a plus to have language skills and international experience in the industry?

# Social Codes

(10 minutes)

For the next 10 minutes you'll talk about a fun topic: social codes. Work culture and social codes can be very different across countries, cultures and industries. In this section, the idea is that both of you share how things work in the industry and culture that you come from.

1

What's the industry's dress code? What do you wear on a regular day at work?

2

How do you address people? Formally ("Mr./Ms.") or informally (by first name)?

3

What's important to think about before, during and after meetings?

4

Can you take a break when you want to? (E.g. to smoke or have a "fika".)

# Social Codes

(10 minutes)

5

How do you greet your colleagues?

6

When do you hug and when do you shake hands?

7

What is important to consider in interactions between people in the industry from a gender equality and inclusive perspective?



# The Participant's possibilities

(10 minutes)

The next 15 minutes will be focused on the Participant's possibilities and ways into the industry. Take a look at the questions together and start with the ones that feel most relevant.

1

Participant: describe a job that you could do today, and a job that you would like to do in the future. Discuss what the participant needs to do to reach his/her goal.

2

Door Opener: are there any related professional roles that could serve as a step forward for the Participant? What characteristics and experiences are important for those roles?

3

How do you acquire the experience necessary to enter the industry? Is it possible to do an internship or a trainee program? Are there courses or vocational training programs?

4

What (if anything) could the Participant emphasize or update in his/her CV?

# Doors to be opened

(5 minutes)

Discuss shortly and concretely how to move forward after your meeting

1

What type of contacts could be useful?

2

Do you have any ideas about which of your contacts that you could introduce to the Participant?

3

Does the Door Opener have any concrete tips that can help the Participant in their job search?

4

Are there any doors that the Participant can open for the Door Opener?



# Wrapping up

(5 minutes)

If you have more to talk about, tips or contacts to share it is common to follow up within a week after the meeting. Make sure you have the right contact information for each other.



# Last task...

Thank you for having met and opened the door for each other! Your last task in this meeting is to create a common memory: Take a picture of the two of you, e.g. in a door opening, or take a screenshot of your digital meeting.

Help us spread the word of Yrkesdörren by uploading the picture on your social channels and tag @belong and tell your friends about what you experienced today. You can also share the picture and your experience with us at Yrkesdörren by emailing [kontakt@yrkesdorren.se](mailto:kontakt@yrkesdorren.se). Please let us know if you give us permission to share the photo in our social media.

For Door Openers: Visit <https://yrkesdorren.se/event/efter-motet> for more information and email templates that you can use when you contact your network of Door Openers.

# LinkedIn

LinkedIn is a platform designed for professional networking. Therefore, the platform is perfect for sharing your experience of the meeting and the picture. Feel free to take inspiration from the questions below and either answer them or write freely about your experience.

Don't forget to tag us!

## Participant

- What has the meeting meant to you?
- How did your path to Yrkesdörren look like?
- How was your experience of the Yrkesdörren meeting?
- Do you recommend others to become a part of Yrkesdörren?

## Door opener

- How was your experience of the Yrkesdörren meeting?
- Have you learnt anything from the meeting?
- Do you think Yrkesdörren is important?
- Do you recommend others to become Door Openers?





# YRKESDÖRREN.

Yrkesdörren is a non-profit initiative that matches foreign-born Swedes with established Swedes to build professional networks and accelerate the integration of foreign-borns into the labor market.



# Belong