

# Dörren

## CONVERSATION GUIDE

Hey there! This guide will help you during and after the meeting. We have proposed a time allocation for different conversation topics together with reference questions. Enjoy the meeting!

### 1. INTRODUCTION (10 minutes)

*It is nice to get to know each other a little bit 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? What did you 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 Dörren? What are your expectations?

### 2. THE SECTOR (15 minutes)

*The same job in the same sector can look quite different in different countries. Explore how your sector functions in Finland. Here the Participant will ask the Door opener questions.*

- How are people recruited in the sector? Through ads in newspapers / recruitment websites/ contacts/ 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?
- 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?
- What opportunities for self-employment are there in the sector?
- What use can you make of language skills or international experience?

### 3. SOCIAL CODES (10 minutes)

*Work culture and social codes are different in different countries, cultures and sectors.*

- How do you address people, including colleagues? Is everyone on first-name terms or do you address each other formally?
- 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?



#### 4. PARTICIPANT'S OPPORTUNITIES (15 minutes)

*Let's 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 Dörren for such information.



#### 5. CAN YOU OPEN MORE DOORS? (5 minutes)

*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.*

- 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?

Try to put the Participant in touch with the new contacts within a week. Go to <https://dorren.fi/resources/> where you will find message templates that you can use when contacting your network.

If you want a framework for continued meetings, you can for example take part in our mentoring program FIKA.



#### 6. CREATE A COMMON MEMORY (5 minutes)

*Place yourself in a doorway and take a picture together.*

To make more people curious about Dörren, we would be so happy if you upload the picture on your social media channels tagged **#dörrenbyluckan** and tell your friends about your experience.

**Thank you for meeting and opening doors for each other!**

**Dörren**  
dorren.fi