



PREPARING FOR WORK EXPERIENCES WITH YOUTH

A Tip Sheet for PYKW Partnering Businesses & Organizations

MINDSET & ATTITUDE

- **Be a Co-Educator:** Think beyond supervision—mentor and guide youth as they learn workplace skills.
- **Lead with Empathy:** Be trauma-informed, culturally aware, and supportive.
- **Focus on Growth:** This experience is about learning and development—not just productivity.

PROGRAM BASICS

- **Understand the Program:** Know expectations, tasks, hours, and reporting
- **Stay Connected:** Keep in touch with your program contact
- **Provide Meaningful Work:** Assign tasks that build skills and confidence

POLICIES & PROCEDURES

- **Worksite Agreement:** Defines roles & expectations
- **Safety First:** Follow KY labor laws; maintain a safe workplace
- **Track Time:** Use PYKW timesheets; report concerns
- **Incident Reporting:**
 - **Injuries** → Contact staff immediately
 - **Behavior** → Use Issues Report

TRAINING & ONBOARDING

- Provide a youth-friendly orientation
- Set clear expectations
- Train staff to mentor and guide

COMMUNICATION & CULTURE

- Hold regular check-ins
- Give clear, timely feedback
- Normalize mistakes as learning
- Celebrate progress and wins

LEARNING & DEVELOPMENT

- Encourage career exploration
- Offer shadowing or Q&A opportunities
- Build communication & teamwork skills

END OF EXPERIENCE

- Complete post-evaluation
- Reflect on growth
- Consider hiring or being a reference

Need Support?

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