



EA Blue Career Planning Club Weekly Guide

A 7-week career planning program to help you decide what cause to work on and/or career path to pursue.

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About the Weekly Guide

EA Blue's Career Planning Club Weekly Guide provides general directions for each week throughout the program. Since each week differs in terms of activities, this will give you an overview on what to expect per week of the program.

This is the first version of the CPC Weekly Guide; hence, we may make changes to this weekly guide (at least a week before when a certain week happens) as the program progresses. **It is recommended that you bookmark this document instead of making a copy, in order for you to be updated with changes to the weekly guide, should there be any.**

Excited? We are too - and we can't wait to learn with you!

Any questions? You can read our [primer](#) or [reach out to us](#).

General Mechanics

We will be testing Discord as the main platform for this program. (Hopefully our calls run smoothly via Discord.) If you have not entered the Career Planning Club Discord Server, here is the [invite link](#).

These are the general mechanics for weeks of the program that would require us to hop-in discord:

1. At the start of the synchronous club gatherings, please enter the **#club-assembly voice channel** for a bit of welcoming remarks. Do you feel nostalgic with your old high school general assemblies or flag ceremonies?
2. For group activities, you will be assigned a miniclub at the start of the program. You may proceed to your designated **#miniclub voice channel**. Here you will meet your assigned miniclub facilitator and fellow clubmates.
3. For 1-on-1 peer discussions, your respective facilitators will delegate who your partner is, and you may proceed to any of the unoccupied **1-on-1 voice channels**.
4. As much as possible, **keep your cameras on!** We think it makes for a better, livelier discussion when we can see you and how others are reacting.
5. Feel free to **use the designated text channel** if you have any comments or questions!

6. At the end of the program, your facilitator will remind the miniclub to return to the **#club-assembly voice channel** for final announcements and photo-ops.

How to Use the Weekly Guide

For proper organization of the weekly guide, we have categorized important tasks and materials, which are visualized through colors of book emojis for better referencing. *Don't worry, not all categories are present each week, as activities differ per week!*

These materials are hyperlinked and you will be directed to a new document. **For some materials, you will be asked to duplicate your own copy.**

Pre-Work Assignments

Tasks needed to be done before the weekly meetup. We recommend you checking if the week has a pre-work assignment. Some of these tasks require submission. Instructions and the submission portal will be placed at the bottom of the document.

Career Planning Sheet

Tasks that are to be done synchronously together with your miniclub. You are recommended to do this with your respective mini clubs. These are to be submitted through a provided submission portal.

Miniclub Guide Questions

Guide questions to aid your mini club discussions with your miniclub-mates and assigned mini club facilitator. You may check this in advance if you want to prepare for the discussions

1-on-1 Guide Questions

Guide questions to aid your 1-on-1 discussion with your partner. There won't be a facilitator in the voice channel. We're hoping these guide questions will help you and your partner break any form of awkwardness.

Resource Templates

Resource materials that will aid you for your weekly task such as email templates, and informal PPT slides for informal presentations. Informal PPT slides will be submitted through a provided submission portal.

Supplementary Reading Materials

Optional reading materials that may aid you throughout the program.

Feedback and Concerns

We understand that you committed to the Career Planning Club, and we're committed to you too.

We're building a constructive, welcoming, and safe environment for everyone. If you have any concerns, feel free to contact any of our facis on Discord or email us at eablue.ph@gmail.com.



We know that the program may not work for everyone given the online setup. If you would like to drop out at any point of the program, kindly [reach out to us](#) so we know how to make future career planning programs work for you.

Weekly Guide

Week 1: Defining Your Career Priorities

You might be able to use your career to do the most good and have a big positive impact in your communities. However, figuring this out is tricky because it's hard to agree on what 'positive impact', or 'personally fulfilling' would actually mean. To start the club, you'll reflect on what you think 'positive impact' is, identify your top priorities for your own personal fulfillment, and think about which issues you'd want your career to give more attention to.

Meetup Program Flow

9:00 PM - 9:05 PM	Ingress
9:05 - 9:20 PM	Welcoming Spiel for Career Planning Club
9:20 - 9:25 PM	Ice Breaker
9:25 - 10:05 PM	Co-Working on Worksheet with Miniclub 
10:05 - 10:25 PM	1-on-1 Peer Discussion 
10:25 - 10:30 PM	Club Closing

[Career Planning Worksheet](#) [to be done via co-working in the meetup]

Use this Week 1: Career Planning Worksheet to kick-off the Career Planning Club! Answer this via a silent "co-working session" with your miniclubs, and reflect on necessary questions before planning your career. You may access it [here](#).

Don't forget to submit the document in the submission portal!

1-on-1 Guide Questions

After coworking with your miniclubs, you will be discussing some of the things you've reflected on in the answer sheet with a partner. To guide and deepen the discussion, we have prepared 1-on-1 guide questions. You may access the 1-on-1 Guide Questions [here](#)

Supplementary Reading Materials

- [This is your most important decision - 80,000 Hours \(80000hours.org\)](#)

Week 2: EA Global: London [Virtual Portion of the Conference]

(Optional But Highly Recommended)



Wherever you are in the world, you can still be part of EA Global: London (October 29-31)!

Though applications for in-person attendees are already closed, you can still join the event's free virtual attendee package. As participants of the Career Planning Club, there is a high chance that you will likely be accepted since you have already graduated from an Introductory Fellowship, and have digested a substantial amount of EA resources.

Some Activities in the Conference::

- **1-1 or small group matchmaking:** There are a few fun group discussions and icebreaker events! This is an opportunity to meet interesting people from around the world who are into effective altruism.
- **Thought-Provoking Talks:** Few highlights are a fireside chat with Will MacAskill, and a talk about the state of EA by Ben Todd from 80,000 Hours .

To attend the conference as a virtual attendee, you'll need to submit an application by **October 28, 8 AM UTC!**

APPLY NOW: <https://www.eaglobal.org/events/london2021>

VIEW THE AGENDA: <https://app.swapcard.com/event/ea-global-london-2021>

EA Global conferences are for people who have made a career plan, volunteered, or donated a significant proportion of their income on the basis of effective altruist principles, either currently or in the past. If you're relatively new to effective altruism, you're welcome to join us as a virtual attendee! The virtual environment is a good place to explore and practice the key ideas of effective altruism before attending an in-person conference.

Week 3: Exploring Your Cause Prioritization

If you want to create impact and give everyone's needs equal consideration, it makes sense to ask what the world most needs, and then figure out how you might best help. This week, you will be exploring and sharing the top 1-2 cause areas you would like to help solve through your career and discuss reasons to prioritize this or not.



Pre-Work Assignments

With your initial search on global issues in the later part of the Week 1 Career Planning Sheet, you will be investigating 2-3 of these issues at a more in-depth level. You will be sharing an informal presentation on what you've discovered about that certain cause area, including its uncertainties, with your miniclubs.

Resource Templates [to help you in your assignment]

To make things easier, we have prepared a PPT Template with guide questions to aid you in your preparation. You may access these materials [here](#). Hopefully, this will be able to aid you in our informal presentations on cause prioritization.

Meetup Program Flow

9:00 - 9:05 PM	Ingress
9:05 - 9:15 PM	Club Assembly
9:15 - 10:05 PM	Informal Sharing with Miniclubs 
10:05 - 10:25 PM	1-on-1 Peer Discussion 
10:25 - 10:30 PM	Club Closing

1-on-1 Guide Questions

After the in-depth informal discussions, you will be discussing what transpired with a peer. This discussion may involve what might have changed with your cause prioritization through the discussions. For guidance, you may access the 1-on-1 Guide Questions [here](#)



Week 4: Exploring Long-Term Career Paths

Having a long-term goal can keep you from drifting away from what you think would be most impactful over the years (even if you later decide to change your plan due to new knowledge) and give you strategic direction in the nearer term. In this week, you will reflect and share about how your interested career path can be high-impact in the long-term, and dive into strategic steps to enter the path.

Pre-Work Assignments

To heighten your momentum going into Week 4, where we will discuss career paths and professional jobs, you may utilize this preparation sheet [here](#) to help you get prepared.

Meetup Program Flow

9:00 - 9:05 PM	Ingress
9:05 - 9:15 PM	Club Assembly
9:15 - 9:45 PM	In-depth Career Path Discussion with Miniclubs 
9:45 - 10:25 PM	1-on-1 Peer Discussion and Feedback on Career Plans 
10:25 - 10:30 PM	Club Closing

Miniclub Guide Questions

In our miniclub discussions, we will be discussing and comparing different career paths and jobs that we can pursue amongst our miniclub. This would allow everyone in the miniclub to learn from each other. You may access the miniclub guide questions [here](#), in case you'd want to think about your answers in advance.

1-on-1 Guide Questions

After the mini club discussions, you will be paired with another peer to talk about your current career paths. Both of you will be giving feedback to one another's current career plans and provide suggestions on possible routes each other can take. To make the discussion smooth, you may use the general conversation flow and guide questions [here](#).

Week 5: Having a Call with a Resource Person

Diving into the uncertainties of a long-term career path is challenging and scary. This week, you get to personally converse with a professional who is well-versed with the career path you plan on heading into. This allows you to ask questions and seek advice on their experiences in the field, and would hopefully aid you with resources and more confidence in planning out the next steps of your career.

No Synchronous Meetup at Discord for This Week! Instead, you will do these this week:

Assignments for this week

This week, you will be paired up with a professional as your resource person who is in a career path similar to yours. We think that they will provide insights to help plan your young career, within the spirit of effective altruism! We will be revealing who we think is a good fit for you two weeks prior to this week.

To ensure proper and efficient communication and networking with the partnered professional and secondary resource individuals, please follow the general mechanics for this week [here](#)

Resource Templates

Stuck at writing an email to your resource person? We got you covered! You may use our prepared email template [here](#). Though, be sure to have edited the email to your liking!



1-on-1 Guide Questions for Call with a Resource Person

Given that a 60-minute call may not be enough to answer all your uncertainties and questions with the professional. It is best to structure our conversation so that it would be guided and efficient. You may utilize our prepared guide questions for this week [here](#)

Week 6: Sharing Session

In this session, everyone will be given the chance to share and ask questions among your miniclubs about all the ideas, learnings, and experiences you have had the past 2 weeks with your matched professional and free learning week.

Meetup Program Flow

9:00 - 9:05 PM	Ingress
9:05 - 9:15 PM	Club Assembly
9:15 - 9:45 PM	Group Discussion with Miniclubs 
9:45 - 10:25 PM	1-on-1 Peer Discussion and Career Plan Update 
10:25 - 10:30 PM	Club Closing

Miniclub Guide Questions

After everyone gets a chance to be on call with their partnered professional, we would all love to hear your experience! For this week, we will be sharing your experiences with your resource person/s, the insights you gained from the call, and suggestions you can give to your fellow clubmates. For smooth discussions, you may view the mini club discussion guide [here](#)

1-on-1 Guide Questions

Given the insights one may have received from the call with the resource person/s, updating of career plans may be necessary. Similar to Week 4, you will share with a peer your updated career plans. Similar to Week 4, you and your partner will be providing feedback and suggestions to each other's career plans. You may access the 1-on-1 guide questions [here](#).

Week 7: Club Bonfire: Next Steps

As the Career Planning Club draws to a close, this week will highlight a synthesis of your current career plans and possible next steps you can take to draw out the most impact you can make out of your career. Beyond the club, we highly encourage all the participants to continue the conversation in planning their careers. This could include forming accountability or support groups with your miniclubs, and even networking with more professionals in the field.

Pre-Work Assignments

Do you guys remember Lightning Talks back in the Introductory Fellowship? Well, it's your time to shine again! For this week, you will be presenting and synthesizing the next steps you can take to bring out the most impact out of your career! We're so excited for this!







Supplementary Reading Materials

- [Evidence-based advice on how to be successful in any job - 80,000 Hours \(80000hours.org\)](https://80000hours.org)

Resource Templates

For easier preparation, you may use our prepared PPT template for your presentations [here](#)

Meetup Program Flow

9:00 - 9:05 PM	Ingress
9:05 - 9:15 PM	Club Assembly
9:15 - 10:20 PM	Career Next Steps Presentations 
10:20 - 10:25 PM	Miniclub Final Reminders 
10:25 - Onwards	  Club Bonfire Socials  

Miniclub Final Reminders

Final reminders to be given by your facilitators.

Club Bonfire Socials

Surprise!