

Workplace Tours

Workplace tours welcome students to visit a business for a day of career exploration. Students learn about day-to-day operations and what types of jobs are available. Workplace tours may be aligned with specific industries that correspond to 21st century skills and careers in demand.

Checklist for Success*

For Employers

- _____ Use the Youth Business Connector to invite the school or program of work to tour your workplace.
- _____ Determine what occupations, processes and facilities you wish to highlight on the tour.
- _____ Determine what staff will be participating on the tour.
- _____ Prepare a safety demonstration for the students before the tour begins, if applicable.

For Educators

- _____ Assess how a workplace tour can support your teaching and curriculum goals.
- _____ Use the Youth Business Connector to select appropriate businesses for tours.
- _____ Confirm logistics with employer.
- _____ Prepare students to maximize their learning by providing students with information on company they are visiting.

For Students

- _____ Hear about the business you will tour and the expected outcomes of the visit.
- _____ Prepare questions to ask participating employees.

Additional Resources:

- NC Public Schools: Career and Technical Education
<http://www.ncpublicschools.org/cte/curriculum/work-based/business/>

* This suggested checklist should be used as a guide and is not comprehensive. Each school and partner organization's process may vary.

The Youth Business Connector is an initiative of Charlotte Works.
www.youthbusinessconnector.com

Suggested Workplace Tour Matrix

This matrix suggests the steps educators, students and workplace partners should take to ensure a successful experience.

	Educators	Students	Employers
Before the Workplace Tour	<ul style="list-style-type: none"> • Assess how a workplace tour can support your teaching and curriculum goals. • Select appropriate businesses for tours using the YBC. • Review materials on business. • Confirm logistics. • Collect signed permission forms. • Prepare students to maximize learning by providing the students with information on the business. 	<ul style="list-style-type: none"> • Research the company or organization that you will visit. • Turn in signed permission forms. • Find out how to dress and act appropriately at this particular workplace. • Develop questions about the work, career opportunities and connections to academics at this workplace. 	<ul style="list-style-type: none"> • Register with Youth Business Connector to promote tours at your workplace. • Let the teacher know who the main contact is, emergency phone numbers at the workplace and the best place for parking and building entry. • Plan to arrange the tour around all aspects of the industry. • Determine a structure for the tour that will allow students to be in manageable groups. • Consider how students can speak to employees with different levels of responsibility.
During the Workplace Tour	<ul style="list-style-type: none"> • Arrange for students to experience the tour in manageable groups. • Ensure that students receive instruction in workplace safety. • Expose students to all aspects of the industry. • Arrange for students to speak to employees with different levels of responsibility. 	<ul style="list-style-type: none"> • Pay close attention to safety issues at the workplace. • Think about what else you need to know to determine if careers in this industry are for you. 	<ul style="list-style-type: none"> • Provide safety orientation to tour group, if applicable.
After the Workplace Tour	<ul style="list-style-type: none"> • Provide individual and group reflection exercises. • Help students make the connection between academics and the industry. • Have students write a thank-you letter to workplace host. • Support students in determining their next step in learning about careers. • Utilize employer and student feedback to inform continuous improvement. 	<ul style="list-style-type: none"> • Participate in classroom activities that will help you think about the value of the workplace tour. • Compose a specific and professional thank-you note for the workplace host. 	<ul style="list-style-type: none"> • Complete and return the appropriate school forms and materials, if applicable.

This resource developed by Kansas City, Kansas Public Schools
http://www.newwaystowork.org/gwbl/tools/kcktoolkit/guides/How_to_guide_workplace_tour.pdf
 This resource developed by Allegheny Conference on Community Development
<http://beconnected.aiu3.net/PDFs/EmployerActivityGuideWorkplaceTours.pdf>

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