

PROGRAM STAFF TIP SHEET

Work Experience: Success Factors

A tip sheet for Learn & Earn Program staff

When designing and implementing a Work Experience program, keep the following success factors in mind.

BEFORE THE WORK EXPERIENCE

- ❑ Define systems to support the Work Experience.
 - › Define your Work Experience program structure (time, expectations, host expectations, and staff support, for example).
 - › Define program staff support to ensure a high-quality Work Experience.
- ❑ Engage the employer or organization in supporting the learning process.
 - › If possible, design and develop the Work Experience and opportunity with the employer or organization.
 - › Determine the worksite supervisor's preferred form and frequency of contact if they are willing/able to connect.
- ❑ Identify and recruit youth and young adults.
 - › Work with instructors to create a list of interested and qualified youth and young adults.
 - › Select and refer chosen candidates for interviews, matched to employer/organization and/or supervisor specifications.
- ❑ Prepare supervisors for the Work Experience.
 - › If requested, assist the employer or organization and team members in designing the Work Experience and crafting the job description.
 - › Provide tip sheets to the Work Experience supervisor on how to provide a high-quality experience.
 - › Define an ongoing communication strategy and feedback protocols for the experience.
- ❑ Address logistics.
 - › Distribute and collect appropriate forms.
 - › Address any transportation or safety gear needs.

DURING THE WORK EXPERIENCE

- ❑ Provide support.
 - › If possible, meet with youth and young adults and worksite supervisors at their workplaces and observe workplace activities. Make sure these visits are pre-arranged with the host and don't disrupt workflow.
 - › Regularly assess progress and impact of the Work Experience.
- ❑ Provide worksite supervisor/work experience host support.
 - › Support the worksite supervisor in serving as both a supervisor and coach.
 - › Assist the worksite supervisor in completing an evaluation or assessment of youth and young adult performance.
 - › Maintain ongoing communication with and/or provide reports to the employer or organization.

AFTER THE WORK EXPERIENCE

- ❑ Review the completed evaluations or assessments with the youth or young adults and discuss and record next steps.
- ❑ Conduct follow-up activities.
 - › Document and record the outcome of the experience.
 - › Assess the effectiveness of the Work Experience and make recommendations for adjustments in the future.
 - › Provide avenues for feedback on the effectiveness of the Work Experience. (If possible, meet with the worksite supervisor and youth or young adult to debrief.)
- ❑ Document and archive information about the Work Experience.

GO DEEPER

There are a number of suggested activities to deepen the impact of Work Experience. Consider the following activities:

- ❑ Have youth and young adults learn about the whole company or organization and what it does and prepare a presentation and deliver it to others in your program.
- ❑ Take pictures from the Work Experience and provide them to the company or organization for their website or newsletter.
- ❑ Publicize the Work Experience and the business/organization by placing a story in the local newspaper or posting on your webpage. (Make sure you clear this with the employer partner first.)
- ❑ Consider other potential public relations benefits and opportunities.