

# EMPLOYER FACT SHEET

## Workplace Tours

A fact sheet for employers

**A Workplace Tour** is a highly-structured Career Awareness activity in which youth or young adults from the Learn & Earn Program visit a workplace, learn about the business, meet employees, ask questions and observe work in progress. More than a simple field trip or site visit, a Workplace Tour is designed and structured to meet specific learning outcomes, be educationally rich, and build awareness of the business, its industry sector, its role in the economy and the career options it provides. A Workplace Tour is conducted at a workplace for small groups of youth and young adults and involves preparation and follow-up in the classroom or in workshops, including research and reflection by youth and young adults.

**Program Level:** Starts early in the learning experience. Ongoing.

**Employer/Youth or Young Adult Ratio:** Varies. 1 or 2 to 20

**Duration:** Usually 1.5 to 2 Hours

**Frequency:** One time

**Location:** Workplace

**Costs:** Staff time

**Special Considerations:** Safety, company policies, transportation.

### Why are Workplace Tours important for youth and young adults?

- Provides exposure to potential careers and jobs, and helps identify potential interests as well as those occupations *not* of interest.
- Helps build occupational knowledge.
- Helps make the connection between academic theory and practical application.
- Builds knowledge about the education and training needed for entry into the industry.
- Creates awareness of the business's role in the community, as well as its functions, processes and products.
- Fosters an understanding of the business's workforce and its contributions to the community.

- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to youth and young adults and connect your company with the community.

### What do I need to do next?

- Contact your Learn & Earn program representative to learn how to get started.
- Arrange for a presentation to those employees who will be hosting the tour.
- Consider any impacts on company policy.

### What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes youth and young adults to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces youth and young adults to your employees and co-workers.

### Resources

- Distribute the *Host Tip Sheet: Workplace Tours* to interested staff members.
- Review the *Professional Skills* fact sheet.
- Review *Employer Participation Options: Career Pathways and Your Company* to learn more about how to get the most out of your partnership with New York City's Department of Youth and Community Development programs.