

HOST TIP SHEET

Workplace Tour: Success Factors

A tip sheet for participating Workplace Tour hosts

When designing and implementing a Workplace Tour at your company or organization, keep the following success factors in mind.

BEFORE THE WORKPLACE TOUR

- Work with the Learn & Earn Program representative to design a tour of your workplace.
- Let the program representative know who the main contact is, and provide emergency phone numbers at the workplace.
- Address logistics, including where to park and enter the building.
- Determine if safety gear is necessary and, if so, arrange for it to be available.
- Identify who at the workplace will be participating in the tour, and give them an overview of your partnership with the sponsoring youth organization, what to expect during the tour, their role and why their involvement is important.

DURING THE WORKPLACE TOUR

- Work with the program representative to make sure the tour showcases the full spectrum of your company or organization's work.
- Provide a safety orientation to the group.
- Arrange for youth and young adults to participate in small groups.
- Have youth and young adults hear from and speak to employees with different levels of responsibility.
- Make sure youth and young adults are exposed to a range of career options in your industry, and understand what it will take for them to be hired when they complete their education and training.

AFTER THE WORKPLACE TOUR

- Debrief with your team.
- Provide feedback to the program representative to improve future tours.
- Consider how you might use the tour to promote your company or organization's visibility in the community.

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- Explore ways that you might further interest youth and young adults and help guide their careers.
- Talk to the program representative about being a classroom speaker or guest trainer, helping with curriculum, or hosting youth and young adults for Job Shadows, Temporary Jobs or Internships.