

PROGRAM STAFF TIP SHEET

Workplace Tour: Success Factors

A tip sheet for Learn & Earn program staff

When designing and implementing Workplace Tours for youth engaged in the Learn & Earn program, keep the following success factors in mind.

BEFORE THE WORKPLACE TOUR

- ❑ Develop an effective employer/organization engagement strategy.
 - › Define the value proposition for employers and organizations.
 - › Use the Employer Fact Sheet to explain Workplace Tours to prospective employers.
 - › Identify appropriate employer or organization partners for tours.
- ❑ Make connections to classroom training or workshop activities.
 - › Assess how a Workplace Tour can support classroom training or workshops and meet curriculum goals.
 - › Prepare youth and young adults for the tour, including having them research the company or organization and practice their personal introductory pitch.
- ❑ Support learning.
 - › Identify and document desired youth and young adult learning outcomes.
 - › Help youth and young adults research the company or organization.
 - › Prepare youth and young adults to compare the culture and style of this workplace to others they have observed (either formally through your program or informally on their own).
- ❑ Coordinate activities with the Workplace Tour host.
 - › Work with the employer or organization to plan the tour.
 - › Identify a point person at your agency and with the employer or organization.
 - › Create and provide appropriate support materials for distribution to employees who will be part of the tour.
- ❑ Address logistics.
 - › Arrange for transportation, food, etc.
 - › Find out if safety gear is required, and if so, arrange for it to be provided.
 - › Prepare program staff for the tour.

DURING THE WORKPLACE TOUR

- ❑ Provide time and space for introductions, an overview of the business or organization, its operations, and what to expect during the tour.
- ❑ Ensure appropriate program staff attendance, including instructors, case managers and counselors.
- ❑ Ensure that youth and young adults receive instruction in workplace safety and an orientation to workplace norms.
- ❑ Design an engaging experience. Arrange for youth and young adults to experience the tour in small groups, engage in inquiry, and participate in some hands-on activity during the tour.
- ❑ Facilitate learning.
 - › Support employers and organizations in effective interactions with youth and young adults.
 - › Arrange for the opportunity to see the full spectrum of activities and occupations within the company or organization.
- ❑ Offer role models.
 - › Arrange for youth and young adults to hear from and speak to “someone like me.”
 - › Ensure youth and young adults observe and interact with employees with different levels of responsibility in the organization.

AFTER THE WORKPLACE TOUR

- ❑ Reflect on learning.
 - › Provide individual and group reflection activities for teachers and youth and young adults.
 - › Help youth and young adults make the connection between training topics and the workplace.
 - › Support youth and young adults in determining their next steps in learning about careers.
- ❑ Conduct follow-up activities.
 - › Debrief with the tour host.
 - › Assess the impact and value of the tour.
 - › Utilize tour host, program staff and youth/young adult feedback to improve future tours.
- ❑ Document and archive information about the tour.

GO DEEPER

There are a number of suggested activities to deepen the impact of a Workplace Tour. Consider the following activities.

- ❑ Make the tour part of a project and have youth and young adults prepare and deliver a presentation to others at your program about the company or organization.
- ❑ Have youth and young adults create a presentation on your program and deliver it to the employer or organization partner during the tour.
- ❑ Take pictures from the tour and provide them to the company or organization for their website or newsletter.
- ❑ Publicize the tour and the business or organization by placing a story in the local newspaper or posting on the agency webpage. (Make sure you clear this with the employer partner first.)
- ❑ Consider other potential public relations benefits and opportunities.