

YOUTH AND YOUNG ADULT TIP SHEET

Workplace Tour: Success Factors

A tip sheet for youth or young adults engaged in the Learn & Earn Program

When you are preparing for a Workplace Tour through the Learn & Earn Program, keep these tips in mind.

BEFORE THE WORKPLACE TOUR

- Turn in any necessary forms.
- Find out how to dress and act appropriately and safely at this particular workplace.
- Research the company or organization that you will visit. Learn as much as you can about its history, what they do and how it impacts your community.
- Develop questions about the company or organization, the industry, career opportunities, and educational and training needs for jobs at this workplace.
- Prepare and practice your personal introductory pitch (who you are, why you are interested in the business or organization, what your career goals are, and so on).

DURING THE WORKPLACE TOUR

- Pay close attention to safety issues at the workplace.
- Actively participate. Pay attention and ask questions.
- Think about what else you need to know to determine if careers in this industry are for you.
- If it's appropriate, ask the people you meet for their business card or to connect on LinkedIn so you can follow up with them after the tour.

AFTER THE WORKPLACE TOUR

- Participate in classroom and workshop 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.
- Complete an evaluation of the tour and make recommendations to improve future tours.
- Think about what more you'd like to know, and what you need to do next to learn more about jobs in the industry.