

## Coordinator Workplace Tour Checklist

Quick tips for those charged with arranging and supporting work-based learning activities to ensure successful Workplace Tours.

### Before the Workplace Tour ...

- ✓ Identify the appropriate employer contact and work with that person to plan the tour, providing materials and support where needed.
- ✓ Suggest that the employer bring in someone from the HR team to talk about entry-level recruitment.
- ✓ Arrange for transportation, permission slips, food and other logistics.
- ✓ Find out if safety gear is required and, if so, arrange for it to be provided.
- ✓ Talk with faculty members about how a workplace tour can help them meet curriculum goals and make the classroom connection.
- ✓ Prepare students by having them research the company and practice their personal introduction.
- ✓ Identify and document desired student learning objectives.

### Sample Workplace Tour Timeline

- Beginning of the year:** Identify and communicate with potential sites. Determine dates.
- Three months in advance:** Confirm sites and dates. Share format options.
- Two months in advance:** Confirm format and travel logistics. Recruit students.
- One month in advance:** Collect forms. Prepare students.
- One week in advance:** Review orientation and logistics.
- During the workplace tour:** Facilitate agenda, student management and social media.
- After the workplace tour:** Thank-you notes and reflection.

### During the Workplace Tour ...

- ✓ Work with the tour host. Make sure to provide time for introductions, an overview of the business and its operations and what to expect during the tour.
- ✓ Ensure students and faculty receive instruction in workplace safety and an orientation to workplace norms.
- ✓ Structure the tour so students see the full spectrum of activities and occupations within the company.
- ✓ Help ensure that students can observe and interact with employees at different levels of responsibility in the organization.
- ✓ If possible, have students experience some hands-on activity during the tour.
- ✓ Have students experience the tour in small groups and ask questions as they arise.

### After the Workplace Tour ...

- ✓ Help students connect what they're learning in class to what they experienced on the tour.
- ✓ Provide individual and group reflection activities for students.
- ✓ Suggest that students share their experiences via social media and tag the company in posts.
- ✓ Support students in determining their next steps in learning about careers.
- ✓ Debrief with the tour host.
- ✓ Have the students write thank-you letters.
- ✓ Assess the impact and value of this tour and utilize employer, faculty and student feedback to improve future tours. Document and archive information.

- ✓ Help students think about any next steps they would like to take to further their career goals.

### Go deeper

- ✓ Make the tour part of a project and have students prepare and deliver a presentation about the company after the tour.
- ✓ Have students create a presentation about their career pathway and deliver it to the employer partner during the tour.
- ✓ Take pictures from the tour and provide them to the company for their website or newsletter.
- ✓ Publicize the tour and the business 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.