

# Workplace Tours

## What is it?

Workplace tours bring groups of students to tour a business and meet a wide range of employees. Students learn about the business' day-to-day operations, the different types of jobs available and the requirements for careers with the business.

## Checklist for success:

- \_\_\_\_\_ Determine what occupations, processes and facilities you wish to highlight on the tour. Follow your Career Education Plan to ensure that the employees providing the tour are knowledgeable, engaging and enthusiastic.
- \_\_\_\_\_ Prepare a safety demonstration before the tour begins, if applicable.
- \_\_\_\_\_ In partnership with the school, fill out the Career Education Event Log (see the chart below) to determine the logistics of the tour. Be aware of regional Job Shadowing and Workplace Tour days for increased demand (such as February 2 National Job Shadow Day, Imagine Career Week and Take Your Child to Work Day at the end of April).
- \_\_\_\_\_ Be prepared for potential forms and question sheets that students may bring that will require employee involvement for the student to complete the assignment. (This varies with each school district).
- \_\_\_\_\_ Debrief with employees who were involved using the following matrix:

Qualitative Factor	What Worked	What Needs Work	Action Steps
Safety			
Student Engagement			
Employee Engagement			
Logistical Execution			
Planning with School			

## Additional Resources:

- **Kansas City Quality Work-Based Learning Toolkit**
  - [http://www.nww.org/gwbl/tools/kcktoolkit/Guides/How To Guide Workplace Tour.PDF](http://www.nww.org/gwbl/tools/kcktoolkit/Guides/How_To_Guide_Workplace_Tour.PDF)
- **CBIA Educational Foundation Guide**
  - [www.cbia.com/edf/documents/erpocketguide.pdf](http://www.cbia.com/edf/documents/erpocketguide.pdf)
- **The Learning Partnership- Take our kids to Work**
  - [http://www.tlpresources.ca/tokw/Workplace\\_guide-En.pdf](http://www.tlpresources.ca/tokw/Workplace_guide-En.pdf)

# Workplace Tours, cont.

## During the Workplace Tour<sup>3</sup>

### Ensure that students receive instruction in workplace safety.

- Safety is a critical concern when bringing students to the workplace. Have the workplace host include a safety talk in his or her opening remarks.
- Students should be provided with appropriate safety gear and equipment for the workplace tour.
- When you provide safety instruction prior to the visit, you can instruct students to look for potential hazards during the tour. In addition to being a crucial safety measure, this instruction can raise students' awareness about safety in other environments.
- A classroom discussion after the tour is an important part of this process.

### Arrange for students to experience the tour in small groups.

- When possible, arrange for students to tour in smaller groups (three to six students). This allows students to become comfortable with their guide and maximizes the likelihood that they will ask questions and engage in dialogue.
- A rotating agenda for the day with different groups participating in several kinds of activities and interacting with different employees is ideal.

### Expose students to all aspects of the industry.

- All Aspects of an Industry provides a handy framework for a workplace tour.
- In addition to helping workplace hosts think about how to design a wide range of exposures for students, an All Aspects of an Industry structure for the tour provides students who may not be interested in a career in this particular field to learn about roles and issues that are common to all industries.
- A workplace tour can be structured so that students spend some time in each department or unit of the workplace learning about the issues that are important to them.
- The *All Aspects of an Investigative Interview*<sup>4</sup> can be used as part of a workplace tour.

### Arrange for students to speak to employees with different levels of responsibility.

- Whether a student has aspirations to earn a college degree, pursue an industry certificate or get technical training, the workplace tour can provide them with exposure to people with various levels of responsibility and education.
- Whenever possible, ensure that students have an opportunity to see the wide variety of career opportunities at the workplace.

<sup>3</sup> This resource developed by the Kansas City, KS Public Schools  
[http://www.nww.org/qwbl/tools/kcktoolkit/Guides/How\\_To\\_Guide\\_Workplace\\_Tour.PDF](http://www.nww.org/qwbl/tools/kcktoolkit/Guides/How_To_Guide_Workplace_Tour.PDF)

<sup>4</sup> This resource developed by the Kansas City, KS Public Schools  
[http://www.nww.org/qwbl/tools/kcktoolkit/Tools/Tool\\_1.PDF](http://www.nww.org/qwbl/tools/kcktoolkit/Tools/Tool_1.PDF)

## Workplace Tour Matrix

This matrix outlines the steps teachers, students and workplace partners should take to ensure a successful experience.

	Teachers	Students	Workplace Partners
Before the Workplace Tour	<ul style="list-style-type: none"> <li>Assess how a workplace tour can support your teaching and curriculum goals.</li> <li>Select appropriate businesses for tours.</li> <li>Review materials on business.</li> <li>Confirm logistics.</li> <li>Collect signed permission forms.</li> <li>Prepare students to maximize learning.</li> </ul>	<ul style="list-style-type: none"> <li>Research the company or organization that you will visit.</li> <li>Turn in signed permission forms.</li> <li>Find out how to dress and act appropriately at this particular workplace.</li> <li>Develop questions about the work, career opportunities, and connections to academics at this workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Register with Pittsburgh Regional Compact to promote tours at your workplace.</li> <li>Let the teacher know who the main contact is, emergency phone numbers at the workplace, and the best place for parking and building entry.</li> <li>Plan to arrange the tour around all aspects of the industry.</li> <li>Determine a structure for the tour that will allow students to be in small groups.</li> <li>Consider how students can speak to employees with different levels of responsibility.</li> </ul>
During the Workplace Tour	<ul style="list-style-type: none"> <li>Arrange for students to experience the tour in small groups.</li> <li>Ensure that students receive instruction in workplace safety.</li> <li>Expose students to all aspects of the industry.</li> <li>Arrange for students to speak to employees with different levels of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Pay close attention to safety issues at the workplace.</li> <li>Think about what else you need to know to determine if careers in this industry are for you.</li> </ul>	<ul style="list-style-type: none"> <li>Provide safety orientation to tour group.</li> </ul>
After the Workplace Tour	<ul style="list-style-type: none"> <li>Provide individual and group reflection exercises.</li> <li>Help students make the connection between academics and the industry.</li> <li>Have students write a thank-you letter to workplace host.</li> <li>Support students in determining their next step in learning about careers.</li> <li>Utilize employer and student feedback to inform continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Complete the reflection or questionnaire for the tour.</li> <li>Participate in classroom activities that will help you think about the value of the workplace tour.</li> <li>Compose a specific and professional thank-you note for the workplace host.</li> </ul>	<ul style="list-style-type: none"> <li>Complete and return the appropriate school forms and materials.</li> </ul>