

P-TECH Coordinator Tip Sheet

Work Experience: Success Factors

A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing and supporting Work Experience.

When designing and implementing a Work Experience program with your industry partners, keep the following success factors in mind.

Before the Work Experience

- Define systems to support the Work Experience.
 - ✓ Define your Work Experience program structure (time, expectations, host expectations, and staff support, for example).
 - ✓ Define program staff support to ensure a high-quality Work Experience.
- Engage the employer in the learning process.
 - ✓ If possible, design and develop the Work Experience with the employer.
 - ✓ Determine the employer's and worksite supervisor's preferred form and frequency of contact if they are willing/able to connect.
- Identify and recruit students.
 - ✓ Work with teachers to create a list of interested and qualified students.
 - ✓ Select and refer chosen candidates for interviews, matched to employer specifications.
- Prepare employers for the Work Experience.
 - ✓ If requested, assist the employer in designing the Work Experience.
 - ✓ Provide tip sheets to the Work Experience supervisor on how to conduct a high-quality experience.
 - ✓ Define an ongoing communication strategy and feedback protocols for the experience.
- Address logistics.
 - ✓ Distribute and collect appropriate forms.
 - ✓ Address any transportation or safety gear needs.

During the Work Experience

- Provide support.
 - ✓ If possible, meet with students and worksite supervisors at their workplaces and observe workplace activities. Make sure these visits are pre-arranged with the host and don't disrupt workflow.
 - ✓ Regularly assess progress and impact of the Work Experience.
- Provide worksite supervisor/work experience host support.
 - ✓ Support the worksite supervisor in serving as both a supervisor and coach.
 - ✓ Assist the worksite supervisor in completing an evaluation or assessment of student performance.
 - ✓ Maintain ongoing communication with and/or provide reports to the employer.

After the Work Experience

- Review the completed evaluations or assessments with the students and discuss and record next steps.
- Conduct follow-up activities.
 - ✓ Document and record the outcome of the experience.
 - ✓ Assess the effectiveness of the Work Experience and make recommendations for adjustments in the future.
 - ✓ Provide avenues for feedback on the effectiveness of the Work Experience. (If possible, meet with the worksite supervisor and student to debrief.)
- Document and archive information about the Work Experience.

Go Deeper

There are a number of suggested activities to deepen the impact of Work Experience. Consider the following activities:

- Have students learn about the whole company and what it does and prepare a presentation.
- Take pictures from the Work Experience and provide them to the company for their website or newsletter.
- Publicize the Work Experience 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.