

## P-TECH Coordinator Tip Sheet Workplace Tour: Success Factors

*A tip sheet for P-TECH coordinators or intermediary partners responsible for implementing and supporting Workplace Tours.*

When designing and implementing Workplace Tours with your industry partners, keep the following success factors in mind.

### Before the Workplace Tour

- Develop an effective employer engagement strategy.
  - ✓ Define the value proposition for employers.
  - ✓ Use the Employer Fact Sheet to explain Workplace Tours to prospective employers.
  - ✓ Identify appropriate employer partners for tours.
- Make the classroom training connection.
  - ✓ Assess how a Workplace Tour can support your teaching and meet curriculum goals.
  - ✓ Prepare students for the tour, including having them research the company and practice their personal introductory pitch.
- Support learning.
  - ✓ Identify and document desired student learning outcomes.
  - ✓ Help students research the company.
  - ✓ Prepare students 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 to plan the tour.
  - ✓ Identify a point person at the school and with the employer.
  - ✓ Provide appropriate support materials for distribution to employees who will be part of the tour.
- Address logistics.
  - ✓ Arrange for transportation, permission slips, 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 and its operations and what to expect during the tour.
- Ensure appropriate faculty attendance, including teachers.
- Ensure that students and teachers receive instruction in workplace safety and an orientation to workplace norms.

- Design an engaging experience. Arrange for students to experience the tour in small groups, engage in inquiry, and experience some hands-on activity during the tour.
- Facilitate learning.
  - ✓ Support employers in effective interactions with students.
  - ✓ Arrange for the opportunity to see the full spectrum of activities and occupations within the company.
- Offer role models.
  - ✓ Arrange for students to hear from and speak to “someone like me.”
  - ✓ Ensure students 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 students.
  - ✓ Help students make the connection between academics and the workplace.
  - ✓ Support students in determining their next steps in learning about careers.
- Conduct follow-up activities.
  - ✓ Debrief with the tour host and have students write thank-you letters.
  - ✓ Assess the impact and value of the tour.
  - ✓ Utilize employer, teacher and student 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 students prepare and deliver a presentation about the company after the tour.
- Have students create a presentation 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.