

WORKPLACE TOURS

Employers - Preparing for Student Visits

Planning a workplace tour is not always easy; the following tips can help make your time successful.

Know Your Audience

The teacher is your best resource. The teacher should contact you in advance to confirm tour expectations (connections to the area of study). It is also helpful to know the future destinations of the students (work, apprenticeship, college, or university).

Give them a Look 'Behind the Scenes'

Students want to see *behind the scenes* - to see how things work. Use small groups as much as possible so they can get closer to the workplace. Give them an opportunity to interact with various employees. Where possible, include a variety of different kinds of work, careers and people. Show the range of activities, technologies and people that make up your workplace.

A casual, relaxed, atmosphere works best. The primary goal is to plant ideas, inspire and stimulate curiosity more than to provide many facts. If you can, share something about yourself, the presentation will be more effective.

Some valuable information to share: skills needed, education required, stress the need for continued learning – i.e.: when you graduate you don't automatically make \$80,000; that it takes time and effort to increase positions and salary.

Work Ethic

You might also want to talk about the qualities your company values in an employee. A healthy work ethic can refer to the ability of employee to get along with, and work with others, and about being dependable – which includes honesty, reliability, and being on time. Even if an employee has the skills to do a job, if they have a poor work ethic, this can result in the loss of a job.

Action and Variety

Students will be more engaged if the tour provides activity and variety. For example, look to engage attention immediately with some initial activity or challenge (e.g. a demonstration, a provocative statement, an unusual prop, etc.).

Participation

Students learn and remember better through participation. Participation can be achieved in a variety of ways:

- Provide a hands-on group activity as a concrete demonstration of what you do
- Pass-around samples of what you do
- Ask students what areas interest them



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