

# WORKPLACE TOURS

## Educator – Preparing for the Workplace Tour

Planning a Workplace Tour requires preparation on both the Employer's part, and for the Teacher and students in the classroom. Here are some suggestions to help make your Workplace Tour a successful experience.

### Connecting with the Employer

- One week prior to the tour contact the host employer to confirm the date/time originally planned are still convenient, and double-check the address where the Workplace Tour will be conducted? (Some larger companies have more than one building or location.)
- Have you coordinated your expectations for the Workplace Tour (in connection with curriculum and your class) with the host Employer?
- Is an employee other than the host employer going to meet the class to start the tour?
- Have you and the host established the length of time for the tour, and if there will be time will be set aside at the end of the tour for questions?

### Pre-Tour checklist with Students

- Are the students clear on the purpose of the Workplace Tour?
- Have all permissions been cleared and gathered?
- Have you discussed guidelines for appropriate behaviour when visiting a place of work outside the school?
- Have the students researched the career sector and the business that will host the Workplace Tour and prepared some questions for the host Employer?
- Have you arranged for a "thank you" from the students?
- Do you have supplementary activities for the students if the session does not take the whole period?

### Workplace Tours is a free resource for educators in the Hamilton Region!

For further information, please contact the Industry Education Council (IEC) by email at [workplacetours@iechamilton.ca](mailto:workplacetours@iechamilton.ca) or by phone at 905-529-4483.



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