

## Workplace Tours Service

Thank you for registering with Workplace Tours through the Industry-Education Council of Hamilton (IEC). Workplace Tours has been developed to educate and inspire students in our community about career choices and education paths in order to enhance their career development. By participating in this exciting initiative, you are providing students with a real look at the world of work. You can discuss educational requirements, the importance of a strong work ethic and you can use this service as a forum for encouraging students to focus their educational path to your sector. It's a win-win situation for everyone!

### Goals of Workplace Tours

- To help students identify career options, paths and goals
- To help provide students with a plan to achieve their goals
- To provide positive adult role models for students
- To assist teachers in adhering to curriculum specifications

The purpose of this document is to provide you with some helpful tips and hints while providing you with some great sample activities that you can incorporate into your tour. We hope you will find this resource useful when preparing your Workplace Tour.

We have taken the liberty in breaking down this resource into the below sections.

- Section 1: Pre-visit checklist  
Give them a Look 'behind the Scenes'
- Section 2: Suggested presentation content  
How to Keep Your Groups' Attention
- Section 3: What students want to hear?  
What students *do not* want to hear?
- Section 4: Feedback and Evaluation
- Section 5: IEC of Hamilton – more ways to get involved

Our Workplace Tour was created through consultation with our education and industry partners. For further information, please contact the IEC by email at [workplacetours@iechamilton.ca](mailto:workplacetours@iechamilton.ca) or via phone at (905)529.4483.

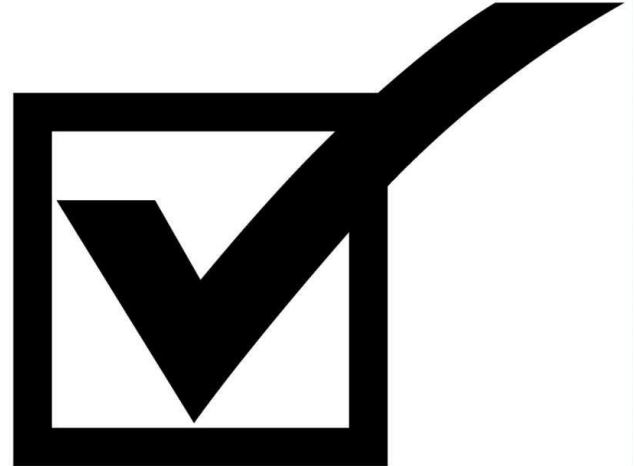
To explore other ways that you can personally get involved in career mentoring our future workforce, please contact Beth Gibson at [beth.gibson@iechamilton.ca](mailto:beth.gibson@iechamilton.ca) or by phone at (905) 529.4483 ext. 3

# Section 1

## Pre-Visit Checklist

Before you host a Workplace Tour, there are a few things that you should know. Working alongside our Volunteer Coordinator and Teacher, these items should be answered for you prior to your scheduled tour.

- Name and telephone number of the teacher
- Date, time, and length of the tour
- Age and grade level of students
- Size of the class
- Know the future destinations of the students (work, apprenticeship, college, or university).
- Basic Expectations
  - What are the teacher’s goals?
  - What do the students want to know?
- Expectations regarding discipline – Who is responsible?
- If photo release forms required ensure forms are completed prior to Workplace Tour
- Are there any children with special needs?
  - What type of special needs?
  - How can you adjust your presentation to accommodate them?



## 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.



## Section 2

### Suggested presentation content

Here are some guidelines to help with the Workplace Tour content. Depending on the size and age of your group, their interests, attention span and time allotted content will vary – you can discuss these unique details with the teacher in advance of the tour.

### About your Organization

- What does your organization do/produce/provide as a service?
- When and how did your organization start?
- The benefits of the employees to work at your organization
- Size, number of employees, etc. Also tell them the role of the employees.
- Tell them about a typical customer/client.



### Your Specific Role

- Talk about your job duties; what do you love about it; any drawbacks to your job?
- Any obstacles that you had to overcome - barriers that the students might face?

### Trends Affecting Career

- New Technology; changes in economy; changes in lifestyle

### How to Keep Your Groups' Attention

- Give praise to good answers, participation, and volunteers.
- When possible, alternate speaking with activities or demonstrations.
- Vary the pitch of your voice; move around and



make eye contact.

- Use humour and stories. Share your own experiences!
- Talk in short sentences and everyday words.
- Keep the pace lively; be enthusiastic!

## Section 3

### What students want to hear?

- Describe a typical work day.
- Talk about your favourite and least favourite aspects of the job.
- Provide a brief bio:
  - How and when did you get into this career/organization?
  - Was it planned or by accident?
  - Were there obstacles / barriers you had to overcome?
  - How did you know it was right for you?
- Explain what type of education/training is required for your job.
  - Which courses did you take in school that was especially helpful?
  - Are there others that you wish you had taken?
- Students want to hear about benefits – travel, training opportunities, contacts, etc.
- Students will want to know average earnings for this career. Let them know what salary ranges they can expect with varying levels of education and experience.
- Describe the changes taking place in your occupation / industry.
  - Predict the outlook for employment in your field.



### What Students do NOT Want to Hear

- Industry jargon they do not understand
- Inappropriate slang, profanity or insensitive remarks
- Try not to “speak down” to the students. Treat them as peers.
- Avoid sales pitches please!



## Section 4

### Feedback and Evaluation

Your feedback is a vital component to the success of our Workplace Tour service. This allows us to ensure that we are delivering a quality program and are not making any inconveniences for your organization. We therefore request that you provide us with your feedback through our online survey. It will not take you long but will provide us with an excellent evaluation tool to ensure that this service maintain the level of quality that you will come to expect!

## Section 5

### IEC of Hamilton – your unique partner in industry-education partnerships

We have been serving our community since 1980 by championing innovative programs and services that help young people understand the world of work.

#### Our Mission

To contribute to the future economic prosperity of Hamilton by facilitating innovative career mentorship opportunities for young people in our community.

#### Our Vision

To be the partner of choice, aligning business, education and community in an effort to help the youth of Hamilton make career choices that are best suited to their individual interests and strengths, resulting in the future prosperity of this city.

At any one moment there are thousands of young people in Hamilton considering their future.

Helping them find unique and meaningful career mentorship opportunities is a task that can only be accomplished through strong community partnerships and we are fortunate to have many. The resultant variety of mentorship projects may range in length of time and level of commitment but are all geared toward the final goal of exploring career options, developing character and making the right choices.

Increasingly, IEC serves to facilitate and create conditions that link our partners, assisting them to meet these goals while we further engage the broader community. IEC looks to be the partner of choice for all who share those values and is determined to work collaboratively to achieve documentable and tangible results.

Contact us today so we can start working with you to assist your students in their career navigation.