

Workplace Tours Service

Thank you for using the IEC of Hamilton’s Workplace Tours program! The purpose of this document is to provide you with some helpful tips for taking students on a Workplace Tour while providing you with some great pre- and post- tour suggestions. We hope you will find this document useful for enhancing your curriculum by having a Workplace Tour to discuss their interests and career goals.

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

We have taken the liberty in breaking down this resource into the below sections. Our goal is to make this an easy-to-use reference guide which will support career exploration activities for your students.

- Section 1: Taking students on a Workplace Tour
Tips for a successful tour
- Section 2: Is everybody ready for the Workplace Tour?
Pre-tour activities for the classroom
- Section 3: Post-tour activities for the classroom
Feedback and Evaluation
- Section 4: IEC of Hamilton – your unique partner in education

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

To explore the various ways that the IEC of Hamilton is your unique catalyst to career mentorship, please contact Beth Gibson at beth.gibson@iechamilton.ca or by phone at (905) 529.4483 ext. 3

Section 1

Taking students to a Workplace Tour

We would like you to consider the following suggestions as you prepare to give your students a Workplace Tour. By taking the below points into consideration, it will truly be a 'win-win' experience for all parties involved.

- Prepare students well. Set the ground rules regarding appropriate behaviour during the tour. Establish purpose. Identify goals and desired outcomes.
- Prepare questions in advance. Students should be ready to engage the tour's host in an appropriate question/answer period.
- Use a follow-up lesson. Highlight things the host said, with activities to follow up on key points.



Tips for a successful tour

- Once you have been connected to your Workplace Tour's host, through the IEC of Hamilton's volunteer coordinator, follow up with a phone call or email to confirm the date and time. This will provide you with the opportunity to make sure that you and your Tour's host are on the same page.
- If photo release/consent forms required ensure forms are completed prior to Workplace Tour
- Be sure your tour's host knows:
 - The grade, age, number and characteristics of students
 - Your goals and objectives
 - The topic & how it fits in the course of study
 - What questions the students may ask
 - The length of the tour, the date and time
- Be sure to inform the main office, other department members and your administration of the tour

Section 2

Is everybody ready for the Workplace Tour?

A week in advance of the Workplace Tour, it's a good idea to confirm the date and time are still convenient. Make sure you have the correct address of the organization, let them know what transportation you are taking and if there is parking.

- Are the students clear on the purpose of the tour?
- Does the host know the length of the tour?
- Have the students prepared some questions for the speaker?
- Have you arranged a “thank you” from the students?



Pre-tour activities for the classroom

- Prepare name tags for the students so host can refer to students by name
- Brainstorm questions the students can ask the host
- Have the students research the company or organization
- Have the students identify careers of interest and corresponding education path
- Learn and practice vocabulary appropriate to the host's field

Section 3

Post-tour activities for the classroom

Each year, thousands of employers participate in various experiential learning opportunities to support the innovative programs running within our educational system. They do this because they have a sense of social responsibility and to create awareness of their business or industry and to play a key role in preparing our future workforce.

Recognizing the thousands of volunteer hours our guest speakers contribute to overall student success, we would like to encourage you to:

- Send a thank you note to the tour's host
- Reflect on the visit with the students - What did you find surprising, what was the education path, what did you want to know more about?
- Compile a list of questions that have come out of the visit and email to host for further information



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 that our tour's hosts are delivering information that is beneficial to you and your students. 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 maintains the level of quality that you will come to expect!

Section 6

IEC of Hamilton – your unique partner in education

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

We believe strongly that participation in experiential learning and exposure to a variety of career options will help our youth make career choices that are best suited to their individual needs.

We are uniquely located in the Hamilton community to facilitate partnerships, between our legacy partners, and are tasked by the Ministry of Education to deliver the Passport to Prosperity initiative.

We have various career mentoring resources and manage the local administration of the premier career mentoring online community, www.employerregistry.ca, and we can work with you to:

- Expand your community connections
- Introduce students to various jobs and careers
- Connect your students with role models and mentors?

PLUS, you can access any of our FREE programs and services:

- Speakers Bureau
- Workplace Tours
- Career Fairs
- Job Shadowing
- Work Experience
- Co-operative Education
- Ontario Youth Apprenticeship
- Specialist High Skills Major programs
- Career exploration workshops for elementary students

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