

Suggestions for a Successful Worksite Tour

Part 1: The Tour

- Introductions
- Tour the business
- Share your typical day on the job
- Show where different people work in your business and what they do
- Point out the various careers available within your company, i.e. administrative, accounting, sales, manufacturing, technical, human resources, etc. and the education they require
- Stress the importance of employability skills such as attire, attendance, punctuality and workplace manners
- Discuss what you look for in a potential employee

Part 2: Talk to the Team

- Have other members of your work team meet briefly with the students
- Discuss your background and why you chose your career
- Address what people in your office enjoy most and least about their careers
- Discuss the challenges and rewards of your job
- Explain what education and training is required to get started and to continue to develop professionally in your specific career

Part 3: Questions

Allow time at the end of the tour and encourage students to ask questions. This will help students process and connect what they are learning in the classroom with what they will use in the workplace.