

TIPS FOR SUCCESSFUL WORKSITE TOURS

Goals:

- Showcase the careers of "Iowa's Creative Corridor" so students understand the diversity of opportunities right in their own backyard!
- Connect local businesses with students to help shape the future workforce.
- Convey to students the value of developing Professional Skills for the workplace.

Professional Skills to Highlight:

- Integrity
- Positive Attitude
- Teamwork
- Professionalism
- Communication
- Problem Solving
- Work Ethic
- Life-long Learning

Sample Format

- Give a brief overview of the company.
- Review any safety information - if needed.
- Tour your Worksite!
- Point out various departments/careers within your company and explain how they work together.
- Ask several employees to share their story. This can be done as a panel before/after the tour or at stopping points throughout the tour.
 - Job title.
 - A typical day on the job.
 - Skills required to be successful in your company.
 - Education/experience that helped you get this job.
 - What you enjoy most/like least about your work.
 - Career advice you wish you had known in high school.

To ensure a successful worksite tour, consider creating a hands-on activity, or displaying tools/products that students can safely handle.

Things to consider...

- Students are just beginning to think about their future in the working world.
- Keep in mind that students are at a variety of levels when it comes to career exploration and development. Therefore, you may see a wide range of interest and questions.
- Students are asked to prepare questions, but don't be offended if they are quiet.
- You may be asked how much money you make. You can respond with general salary ranges and starting wages.