



## Suggestions for a Successful Worksite Tour

Thank you for agreeing to open your business and share your professional experience with students. Here is a suggested layout of the tour. Feel free to deviate from this outline as you see fit.

### **Part one: Introduction**

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- 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, technology, 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 two:**

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- Have other members of your work team meet briefly with the students
- Discuss the challenges and rewards of the job
- Explain what education and training is required to get started and to continue to develop professionally in your specific career
- Discuss how good reading, writing and listening skills are important in your business

### **Part three: Q&A**

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Remember that the students are just beginning to think of their future and are looking at the skills it takes to be successful in the working world. Teachers are trying to connect what students are learning in the classroom with what they will use in the workplace.

Students receive guidelines and suggested questions for use during the tours, but may still feel overwhelmed. Please do not be offended if they are quiet!

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Please direct any questions or concerns to your Workplace Learning Connection Coordinator.