



## Coordinator Workplace Tour Checklist

Quick tips for Work-Based Learning Coordinators<sup>1</sup> to ensure a successful Workplace Tour.

### Before the Workplace Tour

- Identify the appropriate employer contact and work with them to plan the tour, providing materials and support where needed.
- Suggest that the employer bring in someone from the HR team to talk about entry-level recruitment.
- Arrange for transportation, permission slips, food and other logistics.
- Find out if safety gear is required and, if so, arrange for it to be provided.
- Talk with teachers about how a workplace tour can help them meet curriculum goals and make the classroom connection.
- Prepare students by having them research the company and practice their personal introduction.
- Identify and document desired student learning objectives.

### During the Workplace Tour

- Work with the tour host. Make sure to provide time for introductions, an overview of the business and its operations and what to expect during the tour.
- Ensure students and teachers receive instruction in workplace safety and an orientation to workplace norms.
- Structure the tour so students see the full spectrum of activities and occupations within the company.
- Help ensure that students can observe and interact with employees at different levels of responsibility in the organization.
- If possible, have students experience some hands-on activity during the tour.
- Have students experience the tour in small groups and ask questions as they arise.

### After the Workplace Tour

- Help students connect what they're learning in class to what they experienced on the tour.
- Provide individual and group reflection activities for students.
- Suggest that students share their experiences via social media and tag the company in posts.
- Support students in determining their next steps in learning about careers.
- Debrief with the tour host.
- Have the students write thank-you letters.
- Assess the impact and value of this tour and utilize employer, teacher and student feedback to improve future tours. Document and archive information.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.

#### Sample Workplace Tour Timeline

**Beginning of the school year:**

Identify and communicate with potential sites. Determine dates.

**Three months in advance:** Confirm sites and dates. Share format options.

**Two months in advance:** Confirm format and travel logistics. Recruit students.

**One month in advance:** Collect forms. Prepare students.

**One week in advance:** Review orientation and logistics.

**During the workplace tour:**

Facilitate agenda, student management and social media.

**After the workplace tour:** Thank-you notes, reflection and update Employability Skills Profile.

<sup>1</sup> In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.



### Go Deeper

- Make the tour part of a project and have students prepare and deliver a presentation about the company after the tour.
- Have students create a presentation about their career pathway and deliver it to the employer partner during the tour.
- Take pictures from the tour and provide them to the company for their website or newsletter.
- Publicize the tour and the business by placing a story in the local newspaper or posting on your webpage. (Make sure you clear this with the employer partner first.)
- Consider other potential public relations benefits and opportunities.