



Teacher Workplace Challenge Tip Sheet

Note: If you're coordinating a workplace challenge, have a look at the Coordinator Workplace Challenge Checklist.

Workplace Challenges are designed to:

- Provide exposure to potential careers in an industry of interest.
- Develop problem solving and research skills.
- Develop teamwork and presentation skills.
- Help students make the connection between school and the workplace.
- Inform career planning.

Before the Workplace Challenge

- Review the Workplace Challenge Fact Sheet and this tip sheet.
- Assess how the challenge can support classroom activities and help meet curriculum goals.
- Identify desired student learning objectives. Build excitement for the challenge and talk to students about what they can expect to learn.
- Work with the coordinator and employer to make sure the challenge is one that students can potentially address and that you can support.
- Recruit students and form small teams of four to six participants to work together on addressing the challenge. Student Workplace Challenge Tip Sheet.
- Have students research the employer's company.
- Schedule regular time for the students to work on the challenge.
- Organize the resources needed to support students as they address the challenge.
- If students will be at worksite, find out if certain dress or safety gear is required.
- Collect required forms.

During the Workplace Challenge

- Meet with students regularly as they address the challenge and monitor their progress.
- Design and coordinate concurrent learning activities in the classroom.
- Provide opportunities for students to reflect on the challenge while it's in process.
- Support students in practicing skills that are relevant to completion of the challenge.
- Distribute and collect feedback forms from students.

After the Workplace Challenge

- Have students discuss what they learned and what else they'd like to learn.
- Provide reflection activities for students and help them make the connection between classroom topics and the challenge.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Have students write thank-you notes to the employer partners.
- Assess the impact and value of the workplace challenge with the coordinator and utilize employer and student feedback to improve future workplace challenges.
- Document and archive information about the workplace challenge.

The Classroom Connection: Preparation and Reflection

Before the Workplace Challenge
Set students up for success by having them.

- Research the partner companies.
- Discuss how the challenge can help them meet learning objectives.

After the Workplace Challenge

- Spark student reflection with an activity.
- Ask, "What new things did you learn about this industry?"
- See if they want to find out more or further explore careers in the employer partner's industry.