

Teacher Workplace Tour Tip Sheet

Note: If you're coordinating the tour, have a look at the Coordinator Workplace Tour Checklist.

Workplace Tours are designed to:

- Provide exposure to the industry sector, potential career opportunities and jobs.
- Build occupational knowledge.
- Build an understanding of the education and training needed for entry into careers in the industry.
- Foster an understanding of the business's workforce and its contributions to the community.

Before the Workplace Tour

- Review the Workplace Tour Fact Sheet and assess how a tour can support classroom activities and help meet curriculum goals.
- Review the plan for the tour with the coordinator and decide where you can be helpful.
- Identify and document desired student learning objectives.
- Discuss expectations for the tour with students and point out what they might learn from it.
- Have students research the employer and prepare at least three meaningful questions to ask during the tour. What do they want to know about the company and the industry?
- Collect signed permission forms.

The Classroom Connection: Preparation and Reflection

- Support students in recognizing the curriculum connection.
- Structure a reflection activity based on a "What? So what? Now what?" format.

During the Workplace Tour

- Attend the tour and work with the WBL coordinator to support aspects of the tour.
- Support the employer by making sure students are attentive, polite and engaged.
- Help connect what you see at the workplace with classroom topics.

After the Workplace Tour

- Provide individual and group reflection activities for students. Help them make the connection between the classroom and the workplace.
- Support students in updating their Employability Skills Profile and determining their next steps in learning about careers.
- Provide feedback to help assess the impact and value of the tour,
- Document and archive information about the tour.
- Have students write thank-you notes to the employer partner.
- Suggest students share a post about the day via social media, tagging the company in posts.

Go Deeper

- Guide students through a comparison of the culture and style of the workplace with others they have observed, including behavioral and communication expectations.
- Make the tour part of a project and have students prepare and deliver a presentation to others at your school about the company.
- Take pictures from the tour and provide them to the company for their website or newsletter. Ensure you have signed releases for all photos.
- Publicize the tour and business by placing a story in the local newspaper or posting on school website.