

Teacher/Faculty Workplace Challenge Tip Sheet

Note: If you're coordinating a workplace challenge, have a look at the Connector 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/learners 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/learner learning objectives. Build excitement for the challenge and talk to students/learners about what they can expect to learn.
- Work with the connector and employer to make sure the challenge is one that students/learners can potentially address and that you can support.
- Recruit students/learners and form small teams of four to six participants to work together on addressing the challenge. Student/Learner Workplace Challenge Tip Sheet.
- Have students/learners research the employer's company.
- Schedule regular time for the students/learners to work on the challenge.
- Organize the resources needed to support students/learners as they address the challenge.
- If students/learners will be at worksite, find out if certain dress or safety gear is required.
- Collect required forms.

During the Workplace Challenge

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

After the Workplace Challenge

- Have students/learners discuss what they learned and what else they'd like to learn.
- Provide reflection activities for students/learners and help them make the connection between classroom topics and the challenge.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Have students/learners write thank-you notes to the employer partners.
- Assess the impact and value of the workplace challenge with the connector and utilize employer and student/learner 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/learners 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/learner 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.