

## WBL Connector Workplace Tour Checklist

Quick tips for Work-Based Learning Connectors<sup>3</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 them with materials and support.
- Suggest that the employer bring in someone from the HR team to talk about entry-level recruitment.
- Arrange for transportation, permission slips, food and address all logistics.
- Find out if safety gear is required and, if so, arrange for it to be provided.
- Talk with teachers/faculty about how a workplace tour can help them meet curriculum goals and make the classroom connection.
- Prepare learners<sup>4</sup> by having them research the company and practice their personal introduction.
- Identify and document desired 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 learners and teachers/faculty receive instruction in workplace safety and an orientation to workplace norms.
- Structure the tour so learners see the full spectrum of activities and occupations within the company.
- Help ensure that learners can observe and interact with employees at different levels of responsibility in the organization.
- If possible, have learners experience some hands-on activity during the tour.
- Have learners experience the tour in small groups and ask questions.

### After the Workplace Tour

- Help learners connect what they're learning in class to what they experienced on the tour.
- Provide individual and group reflection activities for learners.
- Suggest that learners share their experiences via social media.
- Support learners in determining their next steps in learning about careers.
- Debrief with the tour host.
- Have the learners write thank-you letters.
- Assess the impact and value of this tour and utilize employer, teacher/faculty and learner feedback to improve future tours. Document and archive information in ELENA.
- Help learners update their career development plan 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 learners.

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

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

**During the workplace tour:** Facilitate agenda, learner management and social media.

**After the workplace tour:** Thank-you notes, reflection and update career development plan.

<sup>3</sup> This includes Earn & Learn work-based learning connectors and others who facilitate, arrange and support work-based learning activities for learners.

<sup>4</sup> Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.



### Go Deeper

- Make the tour part of a project and have learners prepare and deliver a presentation about the company after the tour.
- Have learners 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.