

## Worksite Tour Draft Agenda & Employer Suggested Talking Points

<p>9:30 AM (15 mins)</p>	<p><b>Welcome</b></p> <p>Welcome to Company ABC</p> <ul style="list-style-type: none"> <li>▪ Ask the youth what they think your company does, and what problems it addresses. When you expand on what they say, connect it to the kind of impact your company will have on students’ lives, now and/or in the future.</li> <li>▪ How did the company start? Why did it start? How old is the company?</li> <li>▪ How many employees do you have? How many offices? Is the company in the US only or global? If global – where?</li> <li>▪ Share some proud company accomplishments</li> <li>▪ Talk about challenges facing the company; things employees are working on to figure out</li> <li>▪ Describe Company ABC partners – which entities or businesses does Company ABC partner with?</li> <li>▪ Describe the broad array of jobs within the company such as: software developers, marketing, legal, HR, communications, etc.</li> <li>▪ Describe the types of people who are interested in working at Company ABC - such as people who are problem solvers or work in teams, etc.</li> <li>▪ Describe what is unique about your company’s culture</li> </ul> <p>Opening speaker describes their job and why they enjoy working at Company ABC, as well as a few fun facts about themselves (hobbies, family life, etc.)</p>
<p>9:45 AM (45 mins)</p>	<p><b>Tour</b></p> <p><i>Note: Each employee that students meet on the tour should briefly (in 2 minutes or less) describe their job and their education path and one fun fact about themselves.</i></p> <ul style="list-style-type: none"> <li>● <i>Brainstorm in advance what highlights you will show to the youth</i></li> <li>● <i>The tour should be a mix of office space and fun spaces</i></li> </ul>
<p>10:30 AM (45 mins)</p>	<p><b>Activity</b></p> <p>TBD</p>
<p>11:15 AM (30 mins)</p>	<p><b>Lunch</b></p> <p>Explain to students how lunch works and some of the food options available. This is particularly important for students who have dietary restrictions.</p>

11:45 AM  
(45 mins)

### **Job Vignettes**

By this point, students will have seen and experienced a lot of what goes on at Company ABC. Next, 5-6 Company ABC staff from different areas of the company will talk about their careers and education path in both a large group (Round 1) and small group (Round 2) settings.

Round 1: In front of all 30 students, Company ABC employees -- in 3 minutes or less -- give students a sense of their job and education path by addressing these questions:

- What is your job? How do you contribute to your company?
- What are your main tasks and responsibilities? (*Talk to students at their level, avoid acronyms. Try to connect to their lives by using examples that they can understand.*)
- What do you like about your job? Not like?
- What was your education path?
- Personal questions – when I was in 8<sup>th</sup> grade I wanted to be a \_\_\_\_\_; outside of work, I like to \_\_\_\_\_;

Once all the employees have spoken, ask for a few general questions from students. Students may ask about things that sparked their interests.

Round 2: After the short presentations, students will form small groups of 5 or 6. (Students could be sitting in 5-6 small groups or count off.) Employees will join a small group and lead the discussion. Employees will provide more information about their job, allow students to ask questions, and help students make the connection between their classroom studies and the employees' job.

#### *Ask Questions of Students-Start Here to Engage Students Immediately*

- What types of careers are you interested in? Why are you interested in that career? *Note: explain to the students how their career interests fit in at Company ABC, or at another company you know about.*
- What classes are you taking right now? *Note: make the connection between the students' studies and every day skills you use on the job.*

#### *Talk About Your Career*

- Say more about your job: Why did you choose this career? What inspired you?
- What are some of your career accomplishments? What were some setbacks or failures you have faced in your job and how did you learn from them?
- What do you look for in a job? What characteristics are important to you?
- How did you get your job at Company ABC? What did you do to prepare?
- Did you have any mentors? Who were they? How did they help you? How did you find your mentors?
- What skills are most important in your job? Describe both the technical and soft skills.
- What are you working on right now? What challenge are you facing or trying to solve in your work? ("I am planning event for 300 employees who will do x." Or "I am part of a team that needs to figure out how to make sure x works.")
- What is cool about your workplace or company?

	<p><i>Share Your Education Path</i></p> <ul style="list-style-type: none"> <li>▪ Did you follow a straight line from school to a job? What detours did you take along the way?</li> <li>▪ What classes did you like the most? The least?</li> <li>▪ How did you pay for your education beyond high school?</li> <li>▪ Did you work in high school or during college?</li> <li>▪ What was fun about college or other education/training you engaged in after high school?</li> <li>▪ What class did you wish you had taken in high school and why?</li> <li>▪ What classes best prepared you to succeed?</li> <li>▪ What life experiences best prepared you to succeed?</li> </ul> <p><i>Wrap Up Comments to Students</i></p> <ul style="list-style-type: none"> <li>▪ What advice would you give to your 8<sup>th</sup> grade self?</li> </ul>
<p>12:30 PM (30 mins)</p>	<p><b>Debrief and Q&amp;A</b></p> <p><i>Questions for Students:</i></p> <ul style="list-style-type: none"> <li>▪ What were the 2-3 most interesting thing you learned today?</li> <li>▪ What classes or concepts do you think you would use in a job at Company ABC?</li> <li>▪ If a friend told you he/she/they were interested in working at Company ABC, what would you tell them about what it's like to work at Company ABC?</li> </ul>
<p>1:00 PM</p>	<p><b>Adjourn</b></p>