



## Workplace Tour Guide for WBL Coordinators, Teachers and Instructors

### Introduction

This guide is designed to help design, structure and support Workplace Tours that work for students and young adults, employers, teachers and career pathway program staff. It is part of the Earn & Learn East Bay Work-Based Learning Toolset, which provides quality approaches and strategies to create high-quality, safe and legal Work-Based Learning experiences for students and young adults.

### Workplace Tours Overview

A Workplace Tour is a highly structured Career Awareness activity in which students and young adults visit a workplace, learn about the business, meet employees, ask questions and observe work in progress. More than a simple field trip or site visit, a Workplace Tour is designed and structured to meet specific learning outcomes, be educationally rich, and build awareness of the business, its industry sector, its role in the economy and the career options it provides. A Workplace Tour is conducted at a workplace for small groups and involves preparation and follow-up in the classroom, including research and reflection by youth and young adults.

### Workplace Tours are designed to:

- Provide exposure to potential careers and jobs
- Build occupational knowledge
- Build knowledge about the education and training needed for entry into the industry
- Create awareness of the business's role in the community, as well as its functions, processes and products
- Foster an understanding of the business's workforce and its contributions to the community

### Workplace Tour Support Materials

Tip sheets and checklists for program coordinators, employer partners, teachers, and students and young adults are provided in the Earn & Learn East Bay WBL Toolset to help design, structure and support Workplace Tours to maximize learning. Each tip sheet supplements the Work-Based Learning quality elements described in section one of the toolset, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.



## Tip Sheets and Fact Sheets

### **Coordinator Tip Sheet: Workplace Tour Success Factors**

*A tip sheet for Intermediary Staff, WBL Liaisons, Connectors and program staff*

### **Teacher Tip Sheet: Workplace Tour Success Factors**

*A tip sheet for teachers to help students and young adults get the most out of a Workplace Tour*

### **Student/Young Adult Tip Sheet: Workplace Tour Success Factors**

*A tip sheet to help students and young adults get the most out of the Workplace Tour experience*

### **Employer Tip Sheet: Workplace Tour Success Factors**

*A tip sheet for participating employers*

- *What's my role in the Workplace Tour?*
- *How do I get matched up?*
- *What should I talk about?*
- *How does this work?*

### **Employer Fact Sheet: Workplace Tour:**

*A fact sheet that describes what's involved in a company providing a Workplace Tour*

## Tools

Work-Based Learning Readiness Worksheet

Work-Based Learning Experience Assessment Tool

### **The Importance of Structured Activity**

All Workplace Tour presentations should include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched learning. Proper planning and preparation, attention to legal and logistical details, maximization of learning potential, and communication and support for the students/young adults and speakers will help ensure success.

Sustaining and growing Workplace Tour programs and all other Work-Based Learning types depend upon developing and maintaining positive relationships with the employers who are providing opportunities to the students and young adults being served. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.