

Workplace Tour

A Workplace Tour is a highly structured Career Awareness activity in which students 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 of students and involves preparation and follow-up in the classroom, including research and reflection by students.

Program Level: Starts early in the P-TECH experience. Ongoing.

Employer/Student Ratio: Varies. 1 or 2 to 20

Duration: Usually 1.5 to 2 Hours

Frequency: One time

Location: Workplace

Costs: Staff time

Special Considerations: Safety, company policies, transportation

Why are Workplace Tours important for students?

- Provides exposure to potential careers and jobs, and helps identify potential interests as well as those occupations *not* of interest.
- Helps build occupational knowledge.
- Helps make the connection between academic theory and practical application.
- Builds knowledge about the education and training needed for entry into the industry.
- Creates awareness of the business's role in the community, as well as its functions, processes and products
- Fosters an understanding of the business's workforce and its contributions to the community

What are the benefits to my company?

- Exposes potential future workers to job opportunities and careers with your company.
- Exposes students to the skill needs, educational requirements and career opportunities in your industry.
- Promotes an understanding of the role and contributions of your business.
- Introduces P-TECH students to your employees and co-workers.
- Helps your employees understand how to communicate with the next generation of workers.
- Provides a way to introduce and engage multiple employees with your commitment to students and connect your company with the community.

What do I need to do next?

- Contact your NYS P-TECH coordinator.
- Arrange for a presentation to your employees who will be hosting the tour.
- Consider any impacts on company policy.

Resources

- Distribute the *Employer Tip Sheet: Workplace Tours* to interested employees.
- Review the *P-TECH Professional Skills*.
- Review *Employer Fact Sheet: Participation Options* to learn more about how to get the most out of your partnership with NYS P-TECH.