

Work-Based Learning Toolkit

Employer Company Tour Tip Sheet

Thank you for agreeing to host a company tour! As you prepare for the visit, consider the following tips to ensure a successful experience for both you and the students.

Before the Company Tour

- Review the information packet about the school and the tour's objectives.
- Provide the main contact details to the work-based learning coordinator.
- Collaborate with your coordinator to plan an engaging tour of your company.
- Share parking, entry, and security information with the visiting group.
- Arrange any necessary safety gear for the students.
- Brief employees participating in the tour about your partnership, their role, and the importance of their involvement.

During the Company Tour

- Introduce the business, its operations, and the tour's itinerary.
- Offer instruction in workplace safety and familiarize students with workplace norms if needed.
- Involve someone from HR to discuss entry-level recruitment and careers at your company.
- Organize small group interactions if possible.
- Ensure students interact with employees of varying roles and responsibilities.
- Highlight a range of career options within your industry and the requirements for future employment.

After the Company Tour

- Debrief with your team to discuss the tour's outcomes and insights.
- Provide feedback to the work-based learning coordinator for improving future tours.
- Consider leveraging the tour to enhance your company's community visibility. Exploring Further
- Brainstorm ways to nurture student interest and expand your potential future workforce.
- Discuss with the work-based learning coordinator about additional involvement, such as guest speaking, curriculum support, or hosting Job Shadows, Jobs, or Internships.

