

Take Our Kids To Work™ Day

Checklist for Organizing Wednesday, November 2, 2011

Assign an individual or committee to coordinate Take Our Kids to Work™ Day for the workplace.

Encourage participation in Take Our Kids to Work™ Day by inviting staff to bring in their Grade 9 children for the day. This can be done through e-mail, newsletters, bulletin boards and/or posters.

Have the committee/coordinator address important issues when bringing Grade 9 students into the workplace:

- Develop an agenda for the day (see sample below)
- Address safety and confidentiality issues – this should be covered early in the agenda
- Determine lunch/refreshment arrangements
- If part of the agenda includes guest speakers, ensure that they are notified well in advance and will be discussing a topic that is relevant for Grade 9 students
- If there will be a tour of the organization, rehearse it in advance to determine if there are any potential safety or logistical issues that need to be addressed
- Determine who will be responsible for supervising the students throughout the day (one to one supervision of students by an adult is strongly recommended)

Put together a package of information for the students. This could include: the agenda for the day, an overview of the workplace, the organization's marketing/promotional materials, nametags, etc.

Prior to the day, have the committee and/or coordinator review all of the details. Ensure confirmation of the number of students who will be in the workplace, their names and who will be supervising them for the day.

Check with insurance company for specific details about having visitors in your workplace.

Resources can be found at The Learning Partnership's official Take Our Kids to Work™ website at <http://www.takeourkidstowork.ca/resources/>

Sample agenda for Take Our Kids to Work™ Day:

9:00 am	Welcome and Introductions Logistics Overview of organization Overview of day Safety presentation Workplace expectations re: phone, Internet, confidentiality	12:00 pm	Lunch
10:00	Guided tour of the facilities	1:00	Group activity
11:00	Individual time with host	1:30	Individual time with host
		3:00	Wrap-up session: Questions and Answers Closing Statements Feedback