Take Our Kids to Work Day™

Wednesday, November 6, 2019

Workplace Guide

CELEBRATING 25 YEARS OF #KIDSTOWORK

Partenariat en Éducation
The Learning Partnership

www.thelearningpartnership.ca

RBC Foundation

National Program Partner:
What is Take Our Kids to Work Day?

Launched in 1994 by The Learning Partnership, Take Our Kids to Work Day is the most recognized career exploration event in Canada. This year, Take Our Kids to Work Day will take place on Wednesday, November 6th.

Take Our Kids to Work Day is an experiential learning opportunity for Grade 9, Senior 1 (Manitoba), and Secondary III (Quebec) students across Canada. Students spend the day at the workplace of a parent, relative, friend, or volunteer host. Through Take Our Kids to Work Day, students are able to witness the world of work firsthand, prompting early career planning, and enabling students to make informed decisions pertaining to their future goals and endeavours. By participating in Take Our Kids to Work Day, students are able to learn about a variety of careers, industries, and sectors.

About The Learning Partnership:

The Learning Partnership is a Canadian charity that prepares students to thrive in a diverse, connected and changing world. We celebrate excellence, leveraging the best thinking from educators, business, and government to deliver experiential programs for students that cultivate entrepreneurial thinking and innovation, and support social-emotional learning. Since 1993, we have been helping build the foundations for students to solve tomorrow’s challenges. For more information, please visit thelearningpartnership.ca.
Planning checklist

September

✔ Create a system for employees to register attending students (e.g. sign-up sheet).

✔ Send a company-wide email announcing your workplace’s participation in Take Our Kids to Work Day.

✔ Publicize Take Our Kids to Work Day around your office (i.e. on bulletin boards, in newsletters, and on posters around the building). Refer to the section below entitled ‘Printable Resources’ to download and print the official Take Our Kids to Work Day poster.

✔ Develop a planning committee with representation from across the organization.

October

✔ Prepare the agenda and include a variety of activities, presentations and workshops to engage students (refer to the sample Take Our Kids to Work Day agenda included in this package).

✔ To encourage employee engagement and involvement in Take Our Kids to Work Day, organize a way for employees to sign-up to assist on Take Our Kids to Work Day (i.e. presenters and speakers, registration volunteers, tour guides, etc.)

✔ Book and secure presenters, meeting rooms, and audio-visual equipment.

✔ Prepare a communications strategy so all employees know what is happening on Take Our Kids to Work Day.

✔ Confirm with your insurer that the coverage you have for visitors to your workplace includes students on Take Our Kids to Work Day.

✔ Use the social media package provided in this guide, and post about Take Our Kids to Work Day on your organization’s social media channels.

Best practice:
Organizations have had success with events that feature a planned program in the morning and then a parent job shadow in the afternoon.

Best practice:
Make sure to collect dietary restrictions and allergies of the students as they register!
November

✓ Using the media release provided in this package, invite local media to cover your involvement in Take Our Kids to Work Day.

✓ Finalize and confirm all presenters and presentations, panelists, speakers, and activities that will be included in your Take Our Kids to Work Day event program.

✓ Prepare name tags for students visiting your workplace.

✓ Print all required materials (i.e. handouts for students, worksheets for students, office map, posters, signage, student participation certificates, etc.)

✓ Distribute and circulate the Take Our Kids to Work Day agenda throughout your workplace, so all employees are informed and aware of the schedule for this day.

✓ The week prior to Take Our Kids to Work Day, send an email to the student visiting your workplace and their parent/guardian to inform them of the agenda for the day, and to review any required items the student should remember to bring with them.

**Best practice:** Look for engaging speakers within your organization. They don’t need to be a senior employee, just one who can keep the students engaged.
**Take Our Kids to Work Day workplace agenda**

Use the following agenda to assist you in planning your Take Our Kids to Work Day event!

**Time**  | **Activity**  
--- | ---  
9:00 a.m. - 9:30 a.m. | Registration and breakfast  
9:30 a.m. - 10:00 a.m. | Welcome presentation  
10:00 a.m. - 10:15 a.m. | Ice breaker activity  
10:15 a.m. - 10:45 a.m. | Health and safety in the workplace  
10:45 a.m. - 11:45 a.m. | Group orientation presentation, workplace overview (include intro statement, video, etc.), employees present and explain their roles/jobs, panelist discussion.  
11:45 a.m. - 12:30 p.m. | Workplace tour  
12:30 p.m. - 1:30 p.m. | Lunch  
1:30 p.m. - 2:00 p.m. | Tour debrief and short activity  
2:00 p.m. - 3:30 p.m. | Job shadow with parent/host  
3:30 p.m. - 4:00 p.m. | Wrap-up and presentation of Certificates of Participation  

**Don’t forget!**

After Take Our Kids to Work Day head to thelearningpartnership.ca to complete the survey!
Remember to...

✓ Ensure students are supervised at all times, preferably on a one-to-one basis.

✓ At the end of the day, gather feedback from participants.

Throughout the day, engage with @TLPCanada on social media, and share your stories and photos using the hashtag #KidsToWork.

✓ Take a group photo and tag us!

Following Take Our Kids to Work Day

✓ Issue internal communication highlighting the success of the day and thank employees for their participation and cooperation.

✓ Complete the workplace survey available at thelearningpartnership.ca/tokw

✓ Send your best photos and videos to tokw@thelearningpartnership.ca.
Take Our Kids to Work Day host activities

Icebreakers

Included are 3 sample activities to break the ice to get students excited for the day!

Icebreaker #1: Stand up if...

Everyone should begin by sitting down. A statement will be read from a list. Participants who believe the statement holds true to them will stand up. Participants who stand, should remain standing until they hear a statement that is not true for them. This icebreaker is an engaging way for students to see how much they all have in common, even with their employer hosts!

Sample statements
- Stand up if you play an instrument.
- Stand up if you have watched _____ movie/T.V. show.
- Stand up if you have read_____ book.
- Stand up if you have visited _____ place.

Sample interview questions
- What is your name?
- What is your role/job?
- What does your typical work day look like?
- Do you have any hobbies?
- What is your favourite food?

Icebreaker #2: Introduce your host

Each student is paired with their host for the day (either their parent, family friend, or workplace host). The student will interview their host and write down their answers. The student will then introduce their host to the group, using the information they collected.

Icebreaker #3: Find someone who...

Distribute the ‘Find someone who…’ worksheet (included on the following page). Have students walk around and find someone who fits each description. Go over the sheet as a group and have students present who they found.
## Find someone who...

<table>
<thead>
<tr>
<th>Find someone who...</th>
<th>Name of the person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lives less than 15 minutes from this workplace.</td>
<td></td>
</tr>
<tr>
<td>Brings their lunch to work everyday.</td>
<td></td>
</tr>
<tr>
<td>Has worked here for less than one year.</td>
<td></td>
</tr>
<tr>
<td>Has worked here for 10 or more years.</td>
<td></td>
</tr>
<tr>
<td>Works as part of a team.</td>
<td></td>
</tr>
<tr>
<td>Is responsible for making decisions.</td>
<td></td>
</tr>
<tr>
<td>Is taking courses to acquire new skills or knowledge related to their job.</td>
<td></td>
</tr>
<tr>
<td>Is responsible for creating visual displays.</td>
<td></td>
</tr>
<tr>
<td>Is responsible for finances.</td>
<td></td>
</tr>
<tr>
<td>Uses a computer in their job.</td>
<td></td>
</tr>
<tr>
<td>Uses social media.</td>
<td></td>
</tr>
</tbody>
</table>

Do you have a great Take Our Kids to Work Day activity? Share it with us!

tokw@thelearningpartnership.ca
Take Our Kids to Work Day workplace activities

Included are a variety of activities you can administer throughout the day, to teach students about various aspects of the world of work.

Hands-on activities
Have students perform tasks related to the job/field/organization they are learning about during their workplace visit. Try to give them as much experience as possible.

Team building
Organize an activity where students must work in teams; such as an activity that allows students to develop a workplace-related plan, product or schedule.

Problem-solving
Present a few sets of scenarios outlining workplace problems. Have students develop and present their own solutions.

Learning outcomes
Even routine, everyday tasks will be a new experience for students and they will learn a lot from performing these tasks.

Learning outcomes
Students will learn how to work together in a workplace environment and they will gain collaboration and communication skills.

Learning outcomes
Students will learn how to think strategically when a problem is identified so that a lasting and successful resolution can be developed, implemented, and maintained.
**Tips for working with students**

- Keep groups small, especially for tours or presentations so that students can better engage with the host or presenter.
- Connect information to realities they understand. Invite them to make choices or decisions based on their experiences and prior knowledge before presenting information.
- Structure icebreakers early in the day to help them to get to know each other; they need to connect socially.
- Use activities throughout the day designed that are to replenish their energy.
- Build in physical activity during the day: walking tour, visit to recreation centre, etc.
- Providing a healthy snack in the morning as some students may have skipped breakfast.

**Printable resources**

On the following pages, we have included:

- Take Our Kids to Work Day poster
- Directional signage
- Take Our Kids to Work Day Student Participation Certificate
Take Our Kids to Work Day™

Wednesday, November 6, 2019

CELEBRATING 25 YEARS OF #KIDSTOWORK
Take Our Kids to Work Day event starts this way!

#KidsToWork
Take Our Kids to Work Day event starts this way!

#KidsToWork
Take Our Kids to Work Day event starts this way! #KidsToWork
Take Our Kids to Work Day event starts this way!

#KidsToWork
This certificate recognizes that <br>Has participated in <br>Take Our Kids to Work Day 2019! <br>Signature <br>Date
Marketing and communications materials

A) Internal communication

Included below is a template to share information about Take Our Kids to Work Day with employees in your workplace:

Calling all employees with children in Grade 9!

<Name of company> is pleased to announce our participation in The Learning Partnership’s national Take Our Kids to Work Day on Wednesday, November 6th! We hope you’ll take part by bringing your Grade 9 student to work with you that day. If you’re planning to participate, please contact <insert name> at <insert email address> by <insert date>.

To help make this day a real success, speak with your child and ask what he or she would like to learn about that day. We’d like to make sure it’s an event they will enjoy and learn from. All comments are welcome.

Stay tuned for more details!

B) Media release

Included on the following page is a media release template your workplace may want to use to attract local media coverage of your involvement in Take Our Kids to Work Day.
Grade 9 students step in to their future for a day at <insert organization name>

On November 6th, <insert organization name> opens its doors for Take Our Kids to Work Day

<Date> – <City, Province> – <Organization name> is proud to welcome Grade 9 students to learn more about careers on November 6th for the national Take Our Kids to Work Day.

Visiting students will have the chance to spend the day job shadowing a parent, friend, relative or volunteer host at <organization> to get a head start on their careers and explore career opportunities available to them.

Please feel free to insert a quote or briefly explain activities that you have planned for the day.

Developed by The Learning Partnership in 1994, Take Our Kids to Work Day is an annual event that gives students the opportunity to discover a range of career possibilities and navigate their career interests. The event also gives businesses an opportunity to share knowledge and advice around education, career choices and relevant skills required in today’s workplace. 2019 marks the 25th national Take Our Kids to Work Day.

Take Our Kids to Work Day is Canada’s most recognized career exploration event, with an estimated 200,000 students visiting workplaces every year.

For more information or to schedule interviews, please contact:

<Insert contact details>
C) Social media

Join the conversation on social media for Take Our Kids to Work Day, using the #KidstoWork hashtag. Build some buzz about the exciting activities you are planning and promote the day at your organization. Our Twitter and Instagram handle is @TLPCanada and search The Learning Partnership on LinkedIn and Facebook. We’re looking forward to echoing your tweets and posts. Here are some sample tweets to help you spread the word.

**Sample social media content before the day:**

November 6 is Take Our #KidstoWork Day with @TLPCanada! We’re proud to take part and support the next generation workforce.

We’re excited to host Grade 9 students and give them a glimpse into our work on November 6 for @TLPCanada’s Take Our #KidstoWork Day!

Take Our #KidstoWork Day is coming up on November 6! We’re proud to take part and help Canada’s youth explore the world of work.

**Sample social media content for the day:**

Today’s the day! Grade 9 students are spending the day with us as part of @TLPCanada’s Take Our #KidsToWork Day!

Today is Take Our #KidsToWork Day! We’re proud to host Grade 9 students and support career exploration!

We’re excited to have visiting Grade 9 students spend the day with us for Take Our #KidsToWork Day!

Click here For GIFs, memes and vignettes to use on social media!
Health, safety, liability:

Safety recommendations

The Learning Partnership convened a committee of experts to conduct a study and advise on safety for participants in Take Our Kids to Work Day. The Learning Partnership was one of several participants in the study. The Expert Safety Panel members were drawn from organizations that are industry partners of The Learning Partnership, and from organizations with acknowledged expertise in workplace safety and education.

These recommendations are based on the findings of the Expert Safety Panel. As stakeholders in Take Our Kids to Work Day, we continue to be guided by all of the Expert Safety Panel’s recommendations and we encourage the workplaces with whom we partner to adopt the Expert Safety Panel recommendations applicable to their involvement in Take Our Kids to Work Day.

- Communicate the importance of health and safety through a variety of channels, to accommodate different learning styles.

- Enlist workplace health and safety experts to review the content and context of all materials produced for the Take Our Kids to Work program.

- Develop informed consent forms that contain workplace health and safety messaging, signed by students and parents.

- Encourage all participants in the Take Our Kids to Work program to commit themselves to a safe day. Include on forms a section demonstrating that students have read and discussed materials on health and workplace safety before participating.

- Begin Take Our Kids to Work Day at each employer with mandatory workplace orientations that focus on health and safety issues relevant to that environment. Workplaces should use the expertise of their Health and Safety personnel to assist with the orientation if possible. Where appropriate, there should also be a student Health and Safety representative for the day.

- Encourage program participants to adopt a zero tolerance policy for ignoring health and safety guidelines communicated in program material.

- Supervise student participants all day while they are at the workplace site. The student supervisor should be a competent individual and there should be a set ratio of the number of students to each supervisor that is appropriate for each workplace.

- Allow students to undertake only those tasks and experiences for which they have been properly oriented.

- Encourage workplaces to create an environment where students are encouraged to speak about health and safety concerns, ask questions, and comment on situations they observed during the day. Workplaces should conduct an annual inspection prior to Take Our Kids to Work day with a view to Youth workplace safety.
As a supervisor, you should:

- Train workers to safely perform every task they are assigned and check regularly to ensure that safety procedures are being followed.
- Alert employees to every possible safety hazard, no matter how obvious or minor.
- Observe and correct any unsafe practices or conditions.
- Provide appropriate protective clothing and equipment to every employee.
- Discuss with your employees any past accidents and the corrective measures that have been taken to prevent similar accidents from happening again.

Employer liability information

A student must be treated with identical care to that of any visitor to an employer’s premises. Employers must take reasonable care to ensure that their premises are safe for the visitor. Employers may be liable for damages if a student is injured while on their premises. It is recommended that employers have appropriate liability insurance in place and that they consult their insurance providers in this regard.

The Learning Partnership liability information

Take Our Kids to Work Day is an educational program provided by employers for Grade 9 students across Canada. The Learning Partnership is pleased to provide suggestions to employers for planning and preparation, including health and safety preparation, in anticipation of Take Our Kids to Work Day. However, The Learning Partnership does not arrange or monitor activities or programs that are provided by employers as part of Take Our Kids to Work Day, nor does it provide specific health and safety training to employers or students. As such, employer and student participants in Take Our Kids to Work Day acknowledge and agree that participation in Take Our Kids to Work Day is completely voluntary and employer and student participants acknowledge and accept all risks of participation and assume full responsibility for all such risks to themselves and/or liability to others.

The Learning Partnership is not liable for damages arising from any and all actions, claims, demands, obligations, causes of actions, costs, expenses, and compensation of any kind on account of or in any way arising out of, or which in the future may result from, participation in Take Our Kids to Work Day or in conjunction with Take Our Kids to Work Day or the negligence of other people, including other participants.
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