



Tips for Leading a Successful Career Tour

1. Start with the basics & be specific.

When giving a company overview, make sure to paint a vivid picture of your organization's purpose and mission. Although some aspects of your organization may seem intuitive, for most of our youth this is the first time they've had exposure to corporate culture. When giving an office tour, make sure to explain not only the purpose of each department, but also the ways in which each of the different departments function within your organization (ex: What does HR mean? What is their role within the office? How do their responsibilities differ from other employees on other teams?).

2. Ask questions.

Walking into a corporate environment can be intimidating for our students, and many of our youth are still in the process of discovering their talents and interests. Feel free to ask youth questions about their academic interests, work experiences, and extracurricular activities/hobbies. Opening up these lines of communication allow our youth to build trust in volunteers and start to think critically about their own professional development.

3. Be creative.

Our youth thrive when it comes to hands-on learning! If you have a marketing team, why not break students into groups and give them a mock-challenge to design a marketing plan? If your business focuses on eco-sustainability, why not challenge our youth to brainstorm things they can do to make an office more "green"? Have a new product/technology in beta? Why not do a mock-demonstration for our youth!

4. Reflection is key.

In planning a workplace tour, we encourage our corporate volunteers to really spend some time reflecting on their own professional journey. What was the most important aspect of your time in college? How did internships help you to build the skills you utilize in your job today? Who do you consider a mentor and how did that relationship come about? Thinking about the pathways that led you to your role today will be beneficial when it comes to relating to youth and helping them make connections between your experiences and theirs.