



TOOLS

Workplace Partner Checklist for Workplace Tour Development

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful tour.

Before the Workplace Tour

- Register on Connect 2 Business to promote tours at your workplace.
<https://okcg-c2b.kuder.com/>
- Let the teacher know who the main contact is, emergency phone numbers at the workplace and the best place for parking and building entry.
- Plan to arrange the tour around all aspects of the industry.
- Determine a structure for the tour that will allow students to be in small groups.
- Consider how students can speak to employees with different levels of responsibility.

During the Workplace Tour

- Provide safety orientation to the tour group.
- Provide a panel of employees for the tour group to talk to, consisting of different levels of responsibility.

After the Workplace Tour

- Complete and return the **Work-Based Learning Program Evaluation**.