

WORKCHOICE TRUST

Company Information and Planning Pack

Workchoice Day
15 May 2012

Planning Timeline

- Companies to register for Workchoice Day on Workchoice website
- Advise Workchoice should your company be interested in providing guest speakers for school assemblies in the lead up to Workchoice Day

June 2011 > March 2012



- Mark Workchoice Day in the Company Calendar – Tues 15th May
- Book boardroom
- Communicate Workchoice Day with staff and book key staff to present

Jan 2012



- Attend Workchoice Planning Workshop, particularly if you are new to Workchoice Day
- Confirm speakers
- Plan visit outline, activities, topics, etc
- Complete/update online visit profile
- Notify Workchoice of any additional special requirements

March 2012



- Confirm that all speakers are organised
- Ensure boardroom is still booked
- Make contact with visiting schools to discuss dietary requirements, meeting points, supervisors, confirmation of student numbers, etc
- Confirm all catering arrangements for morning group/s

Early May 2012



- Arrange additional material, handouts, AV equipment, etc
- Check online profile to see which schools you have been assigned

April 2012



WORKCHOICE DAY
15th MAY 2012

- Complete evaluations of the day online



- Receive student evaluations of Workchoice Day

July 2012

Company Coordinator

Planning Sheet

Activity plan

Morning Session	Afternoon Session
1	1
2	2
3	3
4	4
5	5

Tasks:

Online 'company visit profile' completed by logging into Workchoice website
All staff notified of the visits
All participating staff's roles confirmed
Workchoice notified of any special requirements
Safe storage area for school bags confirmed
AV/printed handouts considered
Linked to Workchoice social networking sites (where applicable)
Lunch and beverages/water arranged (where applicable)
Health and safety requirements taken care of, (schools notified if requirement for closed in shoes, etc) staff name tags and sign in registry (where applicable)
Contact with school achieved – including confirmation of student numbers, dietary requirements and notification of meeting point on arrival

Ideas for Planning

Icebreaker Ideas	Ideas for speakers
Meet and greet students on arrival	Job Roles within your organisation
Remember students have a short attention span	Career succession possibilities
Ask open-ended questions	Education history/requirements
Use 'hands-on' activities	Typical tasks of roles, e.g. 'a day in the life of'
Have staff join the students at lunch	Success and innovations
Keep the afternoon session light	
Get younger staff members involved	

Details

Group One 10am – 12.15pm (lunch at 11.45am – 12.15pm)	Group Two 12.45pm – 2.30pm
Name of school:	Name of school:
Meeting point:	Meeting point:
Name of supervisor:	Name of supervisor:
Introduction by:	Introduction by:
Staff presenting:	Staff presenting:
Activities planned:	Activities planned:

Sample Company Visit Profile

Basic company details not included in this example, such as Address, contact name, etc. This profile is for Frog Recruitment Ltd.

COMPANY DESCRIPTION:

Our Purpose:

Ground breaking recruitment solutions resulting in employment brands & candidate experiences being superbly managed with the utmost respect, innovation and integrity.

Our Expertise: is found in knowing where the best talent can be found and how to source and attract them to our client's organisations. Our dedicated Career Agents represent each of our Career Seekers, determine their career goals and act as their advocate.

We Specialise: in the placement of permanent, contract and temporary staff within the following areas of business:

Accounting & Finance
Business Administration
Communications
Education
Human Resources
Manufacturing
Marketing
Operations
Sales

WHAT TYPES OF JOBS YOU WILL BE SHOWING ON WORKCHOICE DAY?

We will introduce the students to the world of recruitment, human resources and all the career options available to them. We will demonstrate how we take a brief from our clients and convert that information into a job ad, give the students coaching on application / interview skills and also coordinate a psychological profile with a Career Coach.

WHAT SORT OF STUDENT SKILLS BACKGROUND WOULD BEST SUIT THESE ROLES?

Business management, Human Resources, Psychology, Supply Chain Management , Communications etc

HOW MANY STAFF DOES YOUR COMPANY EMPLOY?

25+

DO YOU HAVE REGIONAL OR INTERNATIONAL OFFICES?

Yes

Checklist

Prior to Workchoice Day:

✓	Complete your company visit profile early by logging into our website
✓	Utilise new resources such as social networks like facebook
✓	Contact the school – try an email if phone contact proves difficult.
✓	Advise schools of special requirements, e.g. closed in shoes for safety.
✓	Provide information on where the bus should stop and students disembark.
✓	Make sure the liaison person is readily available e.g... after-hours/mobile number.
✓	Book your speakers and boardroom early.
✓	Inform your staff of visit and generate enthusiasm within company.
✓	Use equipment that works (pre-check).
✓	Make sure staff are well prepared and briefed about the purpose of Workchoice Day.
✓	Secure a safe area for students to store their school bags for the duration of the visit

On the day – Suggestions to enhance the experience of both students and your organisation:

✓	Break the ice – have a bit of fun!
✓	Try and use a relaxed approach – students may be shy.
✓	Mark out “no-go” areas from the outset and establish any ground rules.
✓	Advise students where toilet facilities are before the session begins.
✓	Short introduction videos can be helpful to give an overview of company, particularly if you are one of several hosting sites for the same company.
✓	Get your staff to wear name tags – the students will be wearing name tags too.
✓	Show the diversity of roles within your company.
✓	Inform students of ongoing staff training.
✓	Get students involved and use interactive activities from early on. The “speed dating” technique can work really well for office environments
✓	Use quizzes & problem solving exercises with giveaways as incentives for listening carefully.
✓	Split the students up into smaller groups.
✓	Change the activities every 10 to 15 minutes.
✓	Profile a “job in action”.
✓	Involve young people with whom students can identify.
✓	Tell life stories students can relate to.
✓	Give the students some idea on what income they will be making in the different roles.
✓	Choose speakers who will inspire the students – enthusiastic and knowledgeable people will be well received.
✓	Give simple explanations of processes (stay away from jargon and too much detail).
✓	Ask open-ended questions.
✓	Feed students well – provide food they will like and that will sustain them for the afternoon. Make sure they stay hydrated
✓	Think about making the afternoon session lighter – students will have taken in a lot of information and the day will be long for them.
✓	Take photos – send to the schools and to Workchoice.

Check List cont...

After the day:

- ✓ Complete your evaluation online (instructions will be sent closer to the time) – please do note any concerns as this enables us to address this with you and the relevant school if applicable.
- ✓ Keep in touch with the students beyond the day – think about sending them an email newsletter two or even four months after the day. They will have had time to think about what they heard and saw.
- ✓ Establish a Gateway relationship with a student who showed potential.
- ✓ If you have any part time/after school jobs, contact the Workchoice office – we can list this online. Also forward it to the Careers Advisors at the schools who visited on Workchoice Day.

On the day – What not to do:

- ✓ Don't lecture – keep things brief and interesting.
- ✓ Don't ask "how many of you want to work in our industry?"
- ✓ Don't overrun the session.
- ✓ Don't keep the students sitting for the whole session.
- ✓ Don't keep the students in large groups.
- ✓ Don't pull out at the last minute if you can help it.

Remember your first day of work? This is how many of the students will be feeling.

Above all, keep it simple and have fun!

**THANK YOU FOR YOUR SUPPORT
AND PARTICIPATION IN 2012!**

STAY POSTED!

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