



## ***Great Ideas Sheet For Companies***

Company representatives who have hosted students on previous Workchoice Days have provided the following feedback:

### **Prior to Workchoice Day:**

- # Complete your visit profile early.
- # Utilise new resources – use the Workchoice student website ([www.choicestudents.co.nz](http://www.choicestudents.co.nz)) and get resources on it. This could include a company profile video or video profiles of key jobs in your company.
- # 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 eg. 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.

### **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 will 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.
- # If necessary, ask students to sign confidentiality agreements.
- # 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. Re-hydrate them with water.
- # Get staff, particularly young staff, involved at lunchtime. Many of the students will open up here and ask questions.
- # 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.
- # Distribute an interesting hand out about the company.
- # Get students' email addresses/contact details and let them know you will be in touch later.

### **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.

### **After the day**

- # Complete your evaluation online – 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 on our student website. Also forward it to the Careers Advisors at the schools who visited on Workchoice Day.

