

The Students
Commission
Centre of Excellence for
Youth Engagement



La commission
des étudiants
Le centre d'excellence pour
l'engagement des jeunes

Partenariat
en Éducation



The Learning
Partnership

TAKE OUR KIDS TO WORK™ 2022 WORKPLACE GUIDE

INSIDE:

Great ideas to help make your
Take Our Kids to Work Day amazing!

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TAKE OUR
KIDS TO
WORK 2022

PRESENTED BY



Future Launch



WELCOME!

Help prepare the next generation during Take Our Kids to Work Day 2022!

No matter what your Take Our Kids to Work Day looks like this year – whether virtual or in person – we’re here to support you! On Wednesday, November 2, you’ll have access to pre-recorded virtual content giving your employees and the students you host more ways than ever to participate in this exciting day:

- Incorporate The Learning Partnership’s pre-recorded 2021 events as part of your own virtual day of activities.
- Host students in person, if you can do so safely, and incorporate The Learning Partnership’s virtual content into a “blended” day.
- Make sure your employees have access to the recorded breakout sessions in case they missed any so they can participate with their children after November 2.

Launched in 1994 by The Learning Partnership, Take Our Kids to Work Day is the most recognized career exploration event in Canada. Thousands of Grade 9 students across Canada join their parents, friends or relatives at work to get a firsthand look at what a workday looks like in the workplace and what skills are important when pursuing various careers.

Before, during and after Take Our Kids to Work Day 2022, workplaces and their employees play an important role in igniting students’ curiosity and opening the door for them to explore their future!

Thank you for your collaboration and support innovating new ways to build future ready students. Together we can promote diverse career pathways and skills for the future, inspiring and equipping today’s students to become tomorrow’s problem solvers and changemakers.

We’re here to help! If you need ideas or support planning your day, reach out to us at info@studentscommission.ca

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WHAT'S HAPPENING IN 2022?

- A dynamic virtual cornerstone event – **You Belong Here!** – with highly visual, engaging content. This event can be viewed stand-alone or can be the launch pad for your organization's continued participation during the breakout sessions that follow it.
- Employees and their children can view pre-recorded 2021 **breakout sessions**, which will offer insights into the skills and opportunities available in various career paths. The five breakout sessions are focused on *Diversity in the skilled trades*, *Pathways to entrepreneurship*, *The coming creativity boom*, *Careers in technology* and *Unsung Heroes in Science*. *The coming creativity boom* will also be offered in French, while all sessions will have French closed-captioning.
- **Resources and activities** are available in this guide.

Participation is simple!

You'll be able to access for the cornerstone event and the breakout sessions that you'd like to attend, schedule them in your calendar for email reminders and, on November 2 and afterwards, log on to access and share videos and event content.

Updates, tips and ideas for making Take Our Kids to Work Day meaningful for your employees and the students you host are in this guide.

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PART A

PLANNING A FUN, SUCCESSFUL TAKE OUR KIDS TO WORK DAY

BY OCTOBER 24, 2022

1. Determine what your organization's Take Our Kids to Work Day will look like. Some questions to ask include:
 - Will it be entirely virtual?
 - Are any in-person activities possible?
 - Will it be live?
 - How long will the day run? Will it be a full day, half-day or a couple of hours?

2. Prepare the agenda. Incorporate the cornerstone event and breakout sessions, guest speakers from your company, virtual tours, etc.

[*Resource: Take Our Kids to Work Day sample agenda*](#)

[*Resource: Take Our Kids to Work Day sample activities*](#)

3. Organize a way for employees to sign up to assist on Take Our Kids to Work Day. Consider different roles, e.g., hosts, presenters and speakers, facilitators, activity leaders, etc.
4. Get the message out! Once you determine what your day will look like, send an all-employee email, or post on your office's intranet, to announce your workplace's participation in Take Our Kids to Work 2022 and invite employees to sign up to join in the fun!

[*Resource: Take Our Kids to Work Day internal email*](#)

5. Determine the platform you'll use for your virtual events (e.g., Microsoft Teams, Webex, Zoom).

TIP If you are hosting students in person, confirm with your local public health unit and insurer that the coverage you have for visitors to your workplace includes students on Take Our Kids to Work Day.

TIP Form a committee with representation from across the organization to brainstorm ideas. It may also be beneficial to include someone from IT to ensure your virtual day is a success.

TIP Identify a host for your event. It doesn't need to be your CEO or a senior employee. Choose someone enthusiastic to engage students!

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WEEK OF OCTOBER 24

1. Finalize and confirm all presenters and presentations, panelists, speakers and activities included in your Take Our Kids to Work Day program.
2. Do a dry run of your Take Our Kids to Work Day. Virtual can be finicky, so book time with your presenters to test the technology and ensure everyone is set up for success.
 - Identify and enlist a designated tech support employee to set up, test, run and troubleshoot your organization's activities seamlessly. Share contact info for your tech support broadly so all participants have the support they need on November 3.
 - Ensure any presenters/speakers are briefed, have speaking notes, and test their technology and connections in advance.
 - Provide links and logins, and include them in calendar invites.
3. Circulate your Take Our Kids to Work Day agenda so all employees are aware of the schedule for the day.

WEEK OF OCTOBER 31

1. Email employees and their children to inform them of the agenda for the day, provide links, and generate enthusiasm for participating!
2. Join the conversation online! Post on your company's social media channels and invite your employees to do the same. Use **#KidsToWork** and tag @StdntsCmmsn (Twitter) so that we can celebrate (and share!) your posts.

TIP Ask student participants to identify one question they hope to have answered during the day. Use this information to guide the employees whose participation might add most value to the student experience.

NOVEMBER 2, 2022 (the big day!)

1. Throughout the day, join the conversation online:
 - a. Use the hashtag **#KidsToWork**
 - b. Tag @StdntsCmmsn in all posts on Twitter and @studentscommission on Instagram and tag The Students Commission of Canada on Facebook and LinkedIn
 - c. Take screen shots, video and group photos and tag us!
 - d. If you are posting photos that identify participants by name, make sure you have obtained appropriate, informed consent.

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AFTER NOVEMBER 2, 2022

1. Send an internal communication thanking employees, students, presenters and all participants and highlighting the success of the day.
2. Send your photos and videos to info@studentscommission.ca.

Tips for a successful (virtual) Take Our Kids to Work Day!

- ✓ Get to know your audience and be sure they feel comfortable. Some workplaces send a survey out to students ahead of time to hear what they would like to learn, see and hear from.
- ✓ Make the day as interactive as possible with quizzes, polls and activities. Use the chat function liberally to pose questions and solicit feedback.
- ✓ Build in lunch! If possible, provide a coupon or gift card for students and their parents to order lunch on November 2.
- ✓ Vary the content and speakers/presenters to keep students engaged. Ideally, keep speaker sections brief with plenty of time for questions.
- ✓ Find ways to have students connect with others in your organization and get to know their parents' work better through offline activities too.
- ✓ Provide an IT contact so that employees have someone available if they have connection or tech challenges.
- ✓ Incentivize participation with prizes and other types of recognition.
- ✓ Build in physical activity breaks. Encourage some movement or, weather permitting, outdoor breaks to retain student focus.

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SAMPLE AGENDA FOR A VIRTUAL TAKE OUR KIDS TO WORK DAY

Use this full agenda, which includes The Learning Partnership's cornerstone event and all the breakout sessions, to customize your day.

TIME	ACTIVITY
9:00 – 9:40 a.m.	<p>Welcome, Kick-off and the cornerstone event – You Belong Here! Gather virtually via your company's preferred meeting platform (e.g., Microsoft Teams, Webex, Zoom) to kick things off. This can include:</p> <ul style="list-style-type: none"> • Welcome from CEO • Overview of the day's activities • Housekeeping – e.g., when/how to contact IT for support, muting, etc. • Ice-breaker activity – e.g., two truths/one lie or share a special skill/secret talent you have <p>Participate in the cornerstone event – You Belong Here! Share the link (if you haven't yet done so) for employees and children to view this 20-minute 2021 online event or run your own panel.</p>
9:40 – 12:00 p.m.	<p>Watch the Take Our Kids to Work Day recorded 2021 breakout sessions After each session is a 20-minute break with time to complete the breakout session activities and complete some of your organization activities (see suggestions in this guide)</p>
12:00 – 12:50	<p>Lunch. May include entertainment or a fitness break.</p>
12:50 – 3:00 p.m.	<p>Continue participating in the Take Our Kids to Work Day breakout sessions</p>
3:00 – 4:00 p.m.	<p>Your organization's activities.</p>
4:00 – 4:10 p.m.	<p>Wrap up. Ensure students have time to complete the Take Our Kids to Work Day survey.</p>

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IDEAS FOR FUN, CAREER-RELATED, INTERACTIVE ACTIVITIES

There are many ways to help your employees and students engage, have fun and learn. Some ideas are:

- Incorporate a “speed round” into your presentations of various roles in your organization. Structure five-minute sessions with staff from different departments and at different levels of the organization to respond to rapid questions from students in the virtual meeting room.
- Share a list of roles/job titles in your company. Break students into groups (or have them work independently) to guess what those jobs include, e.g., responsibilities and skills that they use. Alternatively, create a worksheet with role in column A and responsibility in column B. Have students match role to responsibility. Once the activity is complete, invite each employee with that job title to introduce themselves and share what they do and what skills they use daily. Provide time for Q&A.
- In advance of Take Our Kids to Work Day, mail a “Take Our Kids to Work Day” kit to all staff who register. It could include a t-shirt or mug for themselves and their child or other organizational ‘swag’ that they can wear and use on November 2.
- Ask presenters from your company to develop activities and challenges to engage students based on their department’s function or area of expertise. If there are visual aids, worksheets or other materials required, include them in the Take Our Kids to Work Day kit. Students who complete these activities/challenges can score points during the day for completing them (and even compete for prizes)!
- Plan some (online) games as ice-breakers (e.g., set up a trivia game on Kahoot.com).
- Play virtual charades. Have someone in your company develop a list of “secret” words or phrases (e.g., a job function or role). Include a different word/phrase in the Take Our Kids to Work Day kit. During the day, students can sketch (Pictionary-style) or act out (charades style) their word and compete for points, or just for fun!
- Sales pitch activity. Share your company’s values or even pose a current real-life challenge that your company faces. It can be complex or simple! Students can work with their parents to come up with a product or service that would benefit your organization and create a two-minute virtual sales pitch to present the idea to a panel of judges (employees selected to hear the pitches).

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PART B

TEMPLATES & COMMUNICATIONS MATERIALS

Internal communication / announcement:

Calling all employees with children in Grade 9!

<Organization> is pleased to announce our participation in the national Take Our Kids to Work Day on Wednesday, November 2, 2022!

We hope you'll take part by including your Grade 9 student in the day's events, which this year will include <all-virtual activities> or <a combination of virtual and in-person activities>. If you're planning to participate, please contact <insert name> at <insert email address> by <insert date>.

To help make this day a 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!

Social Media Sample Posts

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.

We're looking forward to amplifying your tweets and posts throughout the day!

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Sample social media posts before the day:

Nov 2 is Take Our **#KidstoWork** Day with @StdntsCmmsn! We're proud to take part and support the next generation workforce.

We're excited to host Gr 9 students virtually and give them a glimpse into our work on Nov 2 for @StdntsCmmsn's Take Our **#KidstoWork** Day!

Take Our **#KidstoWork** Day is coming up on Nov 2! We're proud to take part and help Canada's youth explore the world of work.

Take Our **#KidstoWork** Day is back this year! We're excited to take part in "the day that lasts a lifetime" with @StdntsCmmsn on Nov 2!

Sample social media content for the day:

Today's the day that lasts a lifetime! Gr 9 students are participating virtually to explore their futures, now. Join us to celebrate @StdntsCmmsn's Take Our **#KidsToWork** Day!

Today is Take Our **#KidsToWork** Day! We're proud to host Gr 9 students virtually for a fun, interactive day and support their career exploration!

We're excited to have visiting Gr 9 students spend a virtual day with us for Take Our **#KidsToWork** Day!

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PART C

HEALTH, SAFETY & LIABILITY

For online safety tips for students, visit:

[Canada Safety Council: Online Safety Rules for Kids](#)

[ACTIVE Kids: Online Safety Tips for Remote Learning](#)

[Kids Help Phone: Staying Safe Online](#)

[MissingKids.org: Online Safety Resources for \(Virtual\) Back To School](#)

The following recommendations are based on the findings of an Expert Safety Panel, a committee of experts drawn from organizations that are industry partners of The Learning Partnership, and from organizations with acknowledged expertise in workplace safety and education. The Expert Safety Panel conducted a study and provided a series of recommendations that The Learning Partnership follows and that we encourage all workplaces that host in-person events on Take Our Kids to Work Day to follow.

Safety Recommendations:

- 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 Day 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 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.

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- Encourage program participants to adopt a zero tolerance policy for ignoring health and safety guidelines and communicate this in program materials.
- 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.
- 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.

All supervisors 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.

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The Learning Partnership and The Students Commission of Canada's liability information

Take Our Kids to Work Day is an educational program provided by employers for Grade 9 students across Canada. The Learning Partnership and The Students Commission of Canada are 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 and The Students Commission of Canada do not arrange or monitor activities or programs that are provided by employers as part of Take Our Kids to Work Day, nor do they 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 and The Students Commission of Canada are 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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