



Guide for Mentors: How to host a successful workplace visit

Giving teachers the knowledge to guide learners into tech careers

A workplace visit is the ideal opportunity for teachers to explore the tech sector first hand and discover the reality of working in tech. Ahead of your scheduled workplace visit, please review this guide and consider how you can show teachers the following:

- An overview of your business operations.
- Showcase technology and develop occupational knowledge.
- Observing work in progress.
- Sharing the diverse range of job roles within your organisation. Creating awareness of foundational skills needed to work in the tech sector.
- Discussing possible academic and education pathways.
- Answering questions and facilitating further discussion.

Here's just a few ideas to assist your workplace visit planning;

- **Take a tour**
Workplaces are very different to classrooms, so a tour will provide good insight for teachers.
- **Try team speed dating!**
Introduce teachers to as many different people as possible from across your organisation to help them understand the range of roles within a tech company. For fun, 'speed date' your team by asking them a round of quick fire questions.
- **Introduce interns and graduates**
If your team includes interns, graduates or school leavers, please introduce them to your teacher so they can share their stories and pathways into tech. Facilitate discussion on their experiences, what they have learnt, what they wish they had known and their advice for other students.
- **Make it fun!**
Avoid business jargon and too much technical detail! Try to help teachers understand the variety of careers available and what makes the tech sector so attractive to work in.
- **Be interactive**
Any interactive, hands-on experiences you can offer will be invaluable.

- **Be shadowed**
Help teachers gain an understanding of a typical day, by attending a meeting, conference call or product testing.
- **Review your onboarding process**
Consider how you onboard new team members. What knowledge do new team members need to know? What skills are required? How much on-the-job training is there? Your answers will help guide your conversation with teachers.
- **Facilitate discussion**
Be proactive and help guide discussion during your workplace visit.
- **Meet their needs**
What would your teacher like to know or learn as part of their ShadowTech workplace visit?
Ask them!

If for any reason a workplace visit isn't possible or you are in a different region to your teacher, a virtual session will be arranged.

If you have any questions, please get in touch with us at info@shadowtech.nz

ENDS