JA Job Shadow™ Discussion & Agenda Planning

Welcome Students	Housekeeping – Restrooms and Water Fountains

Introduction to Company

Optional - Agenda Topic Points	Ideas on how explain	*Optional*- Discussion/Activity
❖ Volunteers - Quick introductions	Department and Role	
❖ Company's mission & vision	Company history – brief	
❖ Inspiring story	Career journeys – energetic	
❖ Company's services or products	If business is complex please simplify explanation allowing students to ask questions if needed	video, activity, examples, marketing, etc.
❖ What makes the company great?	Ask students what they already know about the company How does the company invest in their employees The company's culture	Would anyone like to explain the best they can what we do or sell? Training opportunities, supportive leadership, etc. Meetings travel, flexibility
❖ Structure of company	Company areas/departments How many employees total & if global business # of countries	A hand out list of the departments if accessible Bilingual skills within the work place
❖ Education needed to attain a position	Salary and/or hourly positions Benefits – Simplify • Retirement Plan • Health Insurance • PTO/Vacation time	What education is needed Explain terms - ask students what they think these mean first to better understand the depths of explanation is needed.
❖ Skills needed to attain positions	Identify the most important skills when working within the Company's culture/industry	Adaptable, team oriented, individual projects, Microsoft, outlook/calendar, email, organization, fast pace, cold calling, communication, dress-code, public speaking, problem solving, innovation, collaboration, technology, etc.

Site- Tour Opportunity
Identify areas within the site students are able to see

Optional - Agenda Topic Points	Ideas on how explain	*Optional*- Discussion/Activity
❖ Please remind students to have quiet/no voices if needed	Tell students BEFORE going to that specific area	
❖ Employees are NOT to be alone with a student	Very Important!	
❖ Students can be put into smaller groups or in rotations	Showing students workplace spaces that they may not be familiar with	Copy rooms, printing areas, manufacturing areas, etc.
❖ Any team members willing to say hello and or explain their role when touring that site area?	Think about fun/interactive opportunities	Collaboration meeting spaces, new interactive technology, large conferences rooms

Challenge Topic Options

❖ Include an activity that may involve	• Problem solving/Ethical decisions • Volunteer/Student led interviews • Real life scenarios/role play • Create a product • Customer service • Human Resources Challenges	✓ Out the JA Job Shadow Activity Resources

Working Lunch

❖ Volunteers eat with students	Giving students the opportunity to ask additional questions	Please make sure the working lunch end time is communicated

Award Ceremony & Group Picture

JA Job Shadow Certificates of Achievement • Given to the students • Signed by a Volunteer & Teacher	Customizable Template	JA staff will also have copies
Group Photo • JA will let the company know which students do not have a Media Release Form	Photo will be taken and shared with the company and school post event	If Company requires additional Media Release Forms to be completed JA staff NEEDS to be an electronic version ASAP