

TALENT BOUND

Connecting Indy's Classrooms to Careers

WBL TOOLKIT

This work-based learning toolkit bridges the gap for employers as they create opportunities for students to learn about all industries

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WHAT IS WORK-BASED LEARNING?

Work-based learning (WBL) is defined as activities that connect students with a workplace, providing structured learning experiences for students through exposure to a range of occupations. **It is a framework of various pathways, or solutions,** which include practical experiences to help individuals gain an understanding of an occupation with on-the-job learning. It ranges from career exploration to career experience and employment.



This toolkit is designed to help employers incorporate quality elements so their work-based learning meets the highest standards.

EMPLOYINDY: YOUR WBL INTERMEDIARY

EmployIndy is the workforce development board for Marion County and is positioned to **act as a bridge between education, employers, and the workforce.** Ensuring the local workforce can meet the current and future needs of the local economy is a primary responsibility of EmployIndy, and a strong system for work-based learning is important to ensuring success.

Work-based learning helps better prepare students for an economy that demands workers:

- ✦ Have strong career knowledge and skills;
- ✦ Are adaptable to change; and
- ✦ Are prepared for lifelong learning

When employers include WBL into their long-term talent strategy, schools are able to better connect their curricula to real workplace skills. In turn, the available workforce is better prepared for the needs of the local economy.

QUALITY WORK-BASED LEARNING IS:

- ✦ Designed to enhance the learning of workplace knowledge and skills
- ✦ Structured to be safe, legal, and measurable
- ✦ Supported by appropriate planning and training
- ✦ Connected to other programs that are proven to enhance learning and employability

THE CONTINUUM & PHASES OF QUALITY WORK-BASED LEARNING



Work-based learning (WBL) is defined as activities that connect students with a workplace, providing structured learning experiences for students through exposure to a range of occupations. **It is a framework of various pathways, or solutions**, which include practical experiences to help individuals gain an understanding of an occupation with on-the-job learning. It ranges from career exploration to career experience.

CAREER EXPLORATION

WHAT IT LOOKS LIKE

Students as early as 5th grade are always exploring ideas for work through various inputs – classroom work, parents, movies, tv, etc. Career exploration activities do not take place at a workplace, but prepare students for careers through activities.

MODELS INCLUDE

Career Days/Fairs, Mock Interviews, Job Ready Indy, Junior Achievement's JobSpark and BizTown

CAREER EXPLORATION BUILDS AWARENESS OF CAREERS

Activities do not take place in workplaces and are not work-based learning, but provide a foundation for work-based learning and prepare students to make the most of opportunities.

WORK-BASED LEARNING PHASES



CAREER EXPOSURE

WHAT IT LOOKS LIKE

Students in 8th grade and beyond engage with businesses for short periods of time (often inside the classroom) with the goal of gaining introductory information about an industry and occupations.

ACTIVITIES

Talent Talk
Talent Prep
Talent day
Talent Mentor



CAREER ENGAGEMENT

WHAT IT LOOKS LIKE

Students in 9th grade and beyond increase their knowledge of an identified field of interest through engagement on-site at a business, in either a group or individual setting.

ACTIVITIES

Talent Tour
Talent Shadow
Talent Challenge



CAREER EXPERIENCE

WHAT IT LOOKS LIKE

Students in 11th grade and beyond gain specific skills through paid work experience in a particular industry and/or occupation.

ACTIVITIES

Talent Experience
Talent Intern
Talent Apprentice

BENEFITS OF WORK-BASED LEARNING

Employers report an increasing mismatch between the skills required for entry into their industry and those of the emerging workforce. Participation in work-based learning offers an effective and community-focused vehicle for employers to:

- ✧ Develop a more robust talent pipeline
- ✧ Gain access to a diverse and talented workforce
- ✧ Enhance brand, increase name recognition, gain positive press
- ✧ Strengthen talent strategy

Traditional classroom-based education and job training programs do not always reflect workplace needs, and employers find that many job candidates lack valuable hands-on experience. By opening your place of business to students and providing high-value opportunities, students are prepared for an industry's most in-demand skills, and that learning can occur within the context of the workplace. You as the employer can observe potential future employees in a "long-term interview" and participate in shaping their future workforce.

○—○ SHAREHOLDERS

A company's commitment to growth and attracting talent is important to investors and ultimately market capitalization. An investment in local talent reflects well on the leadership and strategy of a long-term success plan.

○—○ CUSTOMERS

Work-based learning shows a commitment to the community, which helps create a positive image of your brand or customers. Additionally, you have the opportunity to annually create brand advocates through robust connections to your business.

○—○ EXISTING EMPLOYEES

Existing employees benefit from the leadership and supervisory skills developed through work-based learning programs. Additionally, it offers your workforce a reason to be proud and satisfied with their job – increasing productivity and reducing turnover.

○—○ SCHOOLS

Work-Based Learning extends the classroom to the workplace and brings employers into the school and classroom. It helps build awareness of industry-identified skills to incorporate in the classroom curriculum among educators and validates curriculum instructional models. As school districts include work-based learning as a graduation requirement for students, business participation plays a key role in ensuring those needs are met.

○—○ STUDENTS

For students, work-based learning opportunities help them identify their interests – both what they like and don't like – about potential future work, enabling them to make more informed decisions about the next steps in investing in their education and/or a job search.

CAREER *EXPOSURE*

TALENT TALK

TALENT PREP

TALENT DAY

TALENT MENTOR



CAREER EXPOSURE OVERVIEW

Before students are ready to enter the workforce, they must develop professional workplace skills and behaviors. This basic skill set includes a broad set of skills required for workplace situations encountered in everyday work life. In this toolkit, we've chosen to focus specifically on types of work-based learning that allow students to not only gain exposure to careers in various industries but also gain the broad set of skills necessary to succeed in their future career.



The information below was developed based on insights from business leaders who have successfully implemented a program focused on teaching students work-related skills. Your company likely has the "required" resources and readiness for a Career Exposure activity. Review the "ideal" and "useful, but not essential" lists for additional ideas.

➔ RESOURCES

REQUIRED

- ✦ Employees to educate and interact with students
- ✦ Knowledge about the Career Exposure activity - details about each are on the next few pages

IDEAL

- ✦ Internal expertise to create, then facilitate a training agenda
- ✦ Incentives to encourage participation (ex: swag, prizes, etc.)

USEFUL, BUT NOT ESSENTIAL

- ✦ If students come to your business, provide facilities to host activities and give youth workplace exposure
- ✦ Utilize relationships with other organizations to help students build their networks

➔ READINESS

REQUIRED

- ✦ Support from the immediate manager of the person accountable for your Career Exposure activities
- ✦ A corporate culture that values growth and development

IDEAL

- ✦ A corporate culture that values community investment
- ✦ Your company has or would be willing to create systems to measure the outcomes of your programs

USEFUL, BUT NOT ESSENTIAL

- ✦ Your company is already involved in a youth-serving program (ex: JA JobSpark, tutor, mentor, etc.)

TALENT TALK OVERVIEW

🔑 → **PLANNING: 1 WEEK**

Formulate what you will say and schedule a time to speak to the classroom. Total amount of time presenting is approximately one hour.

🔑 → **EVENT: 1 HOUR**

WELCOME

Introduce yourself and provide a brief background on your industry and current role in the local economy.

OVERVIEW & EMPLOYMENT OPPORTUNITIES

Give an overview of your organization; focus on the more and less obvious jobs.

EX: A software developer may highlight coding and IT, but mention sales, HR, corporate philanthropy, etc.

EDUCATION

Share educational and career paths for some positions.

IMMERSIVE EXPERIENCE

Find a way to role-play with the participants to help them see how their current interests/hobbies can apply to roles in your organization.

Use visual aids and hands-on activities such as a products, tools or materials from your business.

CONCLUDE

Set aside time to wrap-up and answer any questions students may have after your presentation.

🔑 → **NEXT STEP: CONTACT US**

✉ business@employindy.org

☎ 317.713.1905

🌐 talentbound.org/contact

EmployIndy connects you directly to speaking opportunities, typically taking place in a high school setting or in a classroom at a community organization. In some cases, guest speakers may "visit" a classroom virtually.

WHAT IS IT

You share with a room full of students information about your position and what it is like to be a professional in your industry.

WHY IT'S WORTH IT

It builds excitement about the business as a desirable place to work and leave them with a positive impression of your brand.

WHY IT'S BENEFICIAL: BUSINESS

As a guest speaker, you can craft a meaningful message for young adults to help them understand what is important to businesses like yours.

WHY IT'S BENEFICIAL: STUDENTS

Young adults learn the breadth of job possibilities that one business can offer and see how their skills and interests could fill a role in your industry.

TALENT TALK TIP SHEET

Speaking to a classroom of teens can be tricky, so it is important to have a well-crafted message that will resonate with your audience. As you think about how to best prepare for your presentation, keep the following success tips in mind:

➔ BEFORE THE PRESENTATION

- ✦ Provide the coordinator with information about your company, industry, and profession so he/she can prep students in advance.
- ✦ Ask the coordinator what typically resonates with students to keep their attention.
- ✦ Find out what the students are currently focused on in the classroom so you can link the presentation to their curriculum.
- ✦ Review where to park and enter the school. If you have special requirements for the presentation, such as a projector or computer set-up, let the coordinator know. If you're handing out materials, ask for an estimate of the number you'll need.
- ✦ If you're "visiting" the classroom electronically, via Skype or some other form of video conferencing, arrange for a test run prior to the presentation to work out any kinks.
- ✦ Bring business cards and other corporate materials (flyers, etc.) with you to share. Bring branded swag (shirts, hats, trinkets) if you have any – they can be helpful as participation prizes or giveaways.

➔ DURING THE PRESENTATION

- ✦ Introduce yourself, your company and job title. Let the students know what to expect from your presentation.
- ✦ Try not to read from prepared notes and if you're using insider lingo, define those industry terms and acronyms.
- ✦ Use visual aids such as a product, tool or any materials from your company that will help the students understand what you do.
- ✦ Describe a typical day at your company and help students understand as much as they can about the culture of the workplace and the nature of the world of work.
- ✦ Share the educational and career path you took to your current position.
- ✦ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
- ✦ If possible, share mistakes you've made and how you have addressed problems.
- ✦ If possible, make your presentation interactive with role playing, mock projects, hands-on activities, etc. Ask questions of the students, making it a two-way dialogue.

➔ AFTER THE PRESENTATION

- ✦ Provide feedback to the coordinator to improve future guest speaker presentations.
- ✦ Consider how you might use this presentation to promote your company's visibility in the community.

➔ GO DEEPER

- ✦ Talk to the coordinator about engaging in other opportunities that you would like to pursue (industry-related curriculum advising) or that students may pursue (additional work-based learning opportunities, summer jobs, etc.).

TALENT PREP OVERVIEW

🔑 → PLANNING: 3 WEEKS

Finding and scheduling volunteers from your workplace is typically the most time-consuming part of planning a Talent Prep event. 4-8 employees is typically a good amount per high school classroom.

🔑 → EVENT: 3 HOURS

SETUP

Employees arrive and take seats in a room that has multiple tables available, providing places for one-on-one conversations with students. Students typically rotate every 15-30 minutes for mock interviews, resume reviews, and time for other questions and conversation.

WORKING WITH STUDENTS

The mock interview should be approached as if your rep is considering hiring the student for an internship or entry-level job.

The resume review should allow time for the student to explain their resume, provide feedback, and pay particular attention to helping the student understand how to connect their education/experience to the skills needed for a job.

Time for questions and reflection is encouraged.

CONCLUDE

Students and employer participants can share what they learned as a group to identify key takeaways.

🔑 → NEXT STEP: CONTACT US

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Talent Prep activities include mock interviews and resume reviews in which, employee volunteers are paired one-on-one with a student who is interviewed as if your company was considering for a paid internship or job.

WHAT IS IT

Formats vary, but typically mock interview and resume reviews are conducted at the school, but could also occur at the worksite. It often involves groups of employees interviewing three or more students individually over a two-hour period.

WHY IT'S WORTH IT

Mock Interviews allow students to practice their interviewing skills and demonstrate professional behavior. They also help students see the connection between what they're learning in school and how it's applied in the workplace.

WHY IT'S BENEFICIAL: BUSINESS

Students are introduced to your business and the skills needed to work in your industry, and Talent Prep activities allow you to help connect the dots between their interests and strengths to the work of your organization.

WHY IT'S BENEFICIAL: STUDENTS

Students get to practice key professional skills, develop communication abilities, and see how their education connects to work. Students can also ask questions about the work and learn about things like proper attire, etc.

TALENT PREP TIP SHEET

Mock interviews and resume reviews are great learning experiences, but it can be challenging to ensure the student stays positive through constructive feedback. Here are some tips to ensure success:

○ → BEFORE THE ACTIVITY

- ✦ If a student is coming to your workplace, prepare as if you were getting ready to interview any new candidate.
- ✦ If the mock interviews are happening at the school, find out where to park and enter the building and any other logistics to communicate with the facilitator.
- ✦ Identify the grade level of students to be interviewed. Note that younger students may need more coaching than older students.
- ✦ Review the informational materials provided. If you know what the student is currently focused on in the classroom, you can tie needs of the position to key learning objectives.
- ✦ Review the sample mock interview questions to help you prepare for the interview.

○ → DURING THE ACTIVITY

- ✦ Greet the student and ask for his/her resume. Provide a brief introduction of yourself and your company.
- ✦ Act as you would in conducting a real interview.
- ✦ At the end of the interview ask, "Do you have any questions for me?" Offer the student your business card and the way to connect on LinkedIn, if that's acceptable to you.
- ✦ Take notes and complete the Mock Interview Rating Sheet and debrief the interview with the student. If the student rambles or said "um" a lot, or had distracting mannerisms, point that out. Note where the student can improve answers, but also note strengths.



○ → AFTER THE ACTIVITY

- ✦ Provide feedback to the coordinator to improve future Talent Prep activities.
- ✦ Consider how you might use this presentation to promote your company's visibility in the community.

○ → GO DEEPER

- ✦ Explore ways that you might further interest students and grow the pool of potential future employees.
- ✦ Talk to EmployIndy about doing a Talent Talk, or hosting a Talent Tour, Talent Shadow, or Talent Interns.

TALENT DAY OVERVIEW

🔑 → PLANNING: 1 WEEK

Review information and logistics packet from the coordinator, including format, learning objectives, and schedule. Review the goals for the day to align your resources and presentation.

🔑 → EVENT: 3 HOURS

FORMAT

There are a few different ways a Talent Day might run:

Option 1: Two, 40-minute panel sessions with 30 to 40 students participating in each session.

Option 2: One, 40-minute panel session with 80-100 students, followed by small groups for follow up and an interactive activity.

Option 3: Career Day booth format where students visit booths staffed by employers and network.

Option 4: Guest speaker series where industry representatives rotate and visit different classrooms.

WHAT TO EXPECT

Students are easily engaged with something to touch or do – so plan to bring any interactive items, and branded swag that you might like to give away to students so they can remember your business. Depending on the format, plan talking points and conversation starters that can connect to the students' curriculum and allow them to see themselves in a career.

🔑 → NEXT STEP: CONTACT US

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Imagine a job fair, without the active recruitment. A Talent Day is an event in which multiple businesses come together at a school to share information about their companies and careers.

WHAT IS IT

Employers are available at tables with their organization's collateral and information about careers. Students navigate the room independently, learning information about industries and businesses of interest to them.

WHY IT'S WORTH IT

Talent Day activities help students connect what they are learning in the classroom with the workplace. They listen to speakers or navigate the event independently, seeking information about industries of interest and the career options they provide. Students also learn about the participating employer's role in the local community.

WHY IT'S BENEFICIAL: BUSINESS

Potential future talent is exposed to the opportunities and required skills for careers in your industry, in a space that allows for personal connection. It also offers your employees the opportunity to communicate with the next generation of workers through a fun volunteer experience.

WHY IT'S BENEFICIAL: STUDENTS

Students gain occupational knowledge to better understand a career path, helping them connect their curriculum to an industry. Students also learn the role your business plays in the community.

It is important to be prepared for the ways in which you want to showcase and explain your business or industry. Below are tips for ensuring students learn from the event.

TALENT DAY TIP SHEET

○ → BEFORE THE EVENT

- ✦ Review the information packet about the school and the Talent Day, including the format, learning objectives, and schedule.
- ✦ Review the goals for the day and align what you plan to talk about with curriculum goals.
- ✦ Build talking points that will engage the students. Ask the coordinator for presentation tips to address any concerns you may have.
- ✦ Review where to park and enter the school. If you have special requirements for the day, such as a projector or computer set-up, let the coordinator know. If you are running specific programs or videos, confirm web access.
- ✦ If your handing out materials, ask for an estimate of student participants expected. When possible bring hands-on activities to engage students.
- ✦ The evening before the Talent Day, review the key points of your presentation.

○ → DURING THE EVENT

- ✦ Introduce yourself and state your company and title. If you're speaking to a large group, let the students know what to expect from your presentation. Try not to read from prepared notes rather make it as conversational and natural as possible.
- ✦ If you are using industry specific lingo, define those terms and acronyms.
- ✦ Whether you are speaking to a large group or one-on-one at a table, use visual aids such as a product, tool, or any materials from your company that will help the students understand what you do.
- ✦ Talk about how school subjects (i.e. Math and language arts) and good habits (i.e. punctuality and attendance) are important skills in the workplace.

SUGGESTED TALKING POINTS

- Describe your career journey
- Talk about obstacles you overcame
- Discuss the need for perseverance, hard work, and getting along with others

PROFESSIONAL DEVELOPMENT TIPS TO SHARE

- Avoid job hopping
- Discuss what it means to network and how to do it
- Be a continuous learner and stay up on industry and technology changes

○ → AFTER THE ACTIVITY

- ✦ Provide feedback to the coordinator to improve future Talent Days.
- ✦ Consider how you might use this presentation to promote your company's visibility in the community.

○ → GO DEEPER

- ✦ Explore ways that you might further interest students and grow the pool of potential future employees.
- ✦ Talk to EmployIndy about doing a Talent Talk, Talent Mentor, joining an Advisory Committee to help with curriculum decisions, or host students for Talent Shadows or Internships.

TALENT MENTOR OVERVIEW

🔑 → **PLANNING: 1 MONTH**

Review information and logistics packet from the coordinator, including format, learning objectives, and schedule. Review the goals for the pathway specific program and develop your Talent Mentoring strategy for the year. Communicate your strategy with the Coordinator and Pathway Teacher. Attend the Talent Mentor kickoff meeting coordinated at the school.

🔑 → **EVENT: 90 MINUTES EACH MONTH DURING SCHOOLYEAR**

WELCOME: 10 MINUTES

Welcome students and introduce your industry and relevant career pathways. Provide time for students to share their career interests each meeting – student interests may evolve over time as they learn. Utilize resources provided by work-based learning coordinator or teacher for an icebreaker activity to kick off the activities each meeting.

DETAILS & IMMERSIVE EXPERIENCE: 70 MINUTES

Most sessions will include both discussion and a hands-on activity related to the topic; and some may include a local field trip. Focus on the latest technologies and innovations shaping up in your industry. For example, the use of aerial drones in civil engineering or 3-D modeling technology in architecture. Students are easily engaged with authentic stories and hands-on activities, so follow-up discussion with a hands-on activity. The work-based learning coordinator or program teacher can provide options.

Hands-on Activity Examples:

- K'nex Set Competition: Bridge construction or building earthquake scenario
- Digital Competition: Design the best building or webpage

CONCLUDE: 10 MINUTES

Provide time for students to report their experiences from the hands-on activity. Prep students for the topics to be covered in the next session.

🔑 → **NEXT STEP: CONTACT US**

✉ business@employindy.org ☎ 317.713.1905 🌐 talentbound.org/contact

EmployIndy connects groups of students to adult professionals to explore potentials careers and related educational or training pathways.

WHAT IS IT

Different than programs such as Big Brother, Big Sister, the talent mentor serves as a career resource by sharing insights and providing guidance about the workplace, careers, and education. This is accomplished through formal and informal meetings at the school.

WHY IT'S WORTH IT

The development of a trusting relationship between student and mentor is the key to a successful experience. Designed to meet specific learning outcomes, talent mentoring is educationally rich, is tied to the curriculum, and helps students connect what they're learning in school with the workplace.

WHY IT'S BENEFICIAL: BUSINESS

Potential future talent is exposed to the opportunities and required skills for careers in your industry. Additionally, mentoring provides an efficient way to introduce and engage multiple employees with your commitment to education and connect your company with the community.

WHY IT'S BENEFICIAL: STUDENTS

Research shows that talent mentors help students stay enrolled in school and focused on their career options. A talent mentor lets a young person know that someone cares, that they matter and can have a bright future.

Mentoring involves connecting on a personal and professional level, while also keeping students engaged. Here are some tips that can help.

TALENT MENTOR TIP SHEET

○ → BEFORE THE EVENT

- ✦ Commit to stay engaged for a minimum of one year and possibly through to graduation.
- ✦ Attend the career mentoring orientation.
- ✦ If you have questions or concerns, discuss them with the coordinator or teacher.
- ✦ Provide teacher with website link(s) about your company, industry and profession to help your mentee prepare questions.
- ✦ Find out what your mentees are currently studying so you can link the classroom with the workplace and support key concepts.

○ → DURING THE EVENT

- ✦ Meet or communicate regularly with your mentee. Some activities will be organized by the coordinator.
- ✦ Follow all school and company rules, including volunteer policies and boundary/equity issues. Make sure there's no face-to-face connection outside of supervised and approved activities. (The orientation you attend will help you with this.)
- ✦ Regularly review the information on what your mentees are studying and ask questions about it. Provide feedback on their work.
- ✦ Pay attention and show your mentee that you're listening.
- ✦ Make it real. It's all about the relationship you're able to develop with your mentees.
- ✦ Help your mentees focus on learning about and practicing professional skills.
- ✦ Share the educational and career path you took to your current position.
- ✦ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
- ✦ If possible, share mistakes you've made and how you have addressed problems.

○ → AFTER THE ACTIVITY

- ✦ Provide feedback to the coordinator to improve future talent mentoring experiences. Complete the WBL Activity Evaluation.
- ✦ Consider how you might use the career mentoring experience to promote your company's visibility in the community.

○ → GO DEEPER

- ✦ Consider having your mentees for Talent shadows or Talent Interns at your workplace.
- ✦ Talk to EmployIndy about participating in other Talent Bound activities.

CAREER ENGAGEMENT

TALENT *TOUR*

TALENT *SHADOW*

TALENT *CHALLENGE*



CAREER ENGAGEMENT OVERVIEW

Most students need to learn about the workplace and what it takes to be successful. Getting a glimpse into this world before you get a job can set a young person up for greater success. The Career Engagement phase equips students with the skill and knowledge required to secure and maintain employment and an understanding of the education needed for many fields. In this section of the toolkit, we focus on helping students learn about the skills needed on the job in their careers of interest.



The information below was developed based on insights from business leaders who have successfully implemented a program focused on teaching students work-related skills. Your company likely has the “required” resources and readiness for a Career Engagement activity. Review the “ideal” and “useful, but not essential” lists for additional ideas.

RESOURCES

REQUIRED

- ✦ Employees to volunteer and interact with students
- ✦ Knowledge about the skills needed to work in your role, company, and industry, and ability to teach skills to a student

IDEAL

- ✦ Networking activities so that students can practice interacting at a professional level and build their own career networks
- ✦ Incentives to encourage participation (ex: swag, prizes, celebration)

USEFUL, BUT NOT ESSENTIAL

- ✦ Facilities to engage with students on site to give them the opportunities to engage in a real workplace

READINESS

REQUIRED

- ✦ A corporate culture that values professional growth and development
- ✦ Directional support from your leadership

IDEAL

- ✦ A corporate culture that is adaptable and readily experiences change
- ✦ Your company has or would be willing to create systems to measure the outcomes of the Career Engagement activities

USEFUL, BUT NOT ESSENTIAL

- ✦ Employees to supervise and engage with students
- ✦ Company facilities on site that provide opportunities to engage in the real workplace

TALENT TOUR OVERVIEW

🔑 → COMMITMENT

By hosting a site tour of your business, you take roughly 2-4 hours out of a typical work day to provide an immersive experience for ten to 25 young adults and their chaperones.

🔑 → PLANNING: 2 WEEKS

- ✳ Collaborate via phone call and/or email
- ✳ Determine day-of schedule and where tour will take place
- ✳ Explain which areas to show on the tour, identify a space for question & answer, etc.

🔑 → EVENT: 2-4 HOURS

WELCOME: 15 MIN.

Introduction to business.

TOUR: 10-15 MINUTES EACH

Focus on four or five different areas of your organization, ranging from the obvious to the less obvious.

EX: A hospital might show the ICU and nurses stations, but also show radiology, food service, and marketing.

IMMERSIVE EXPERIENCE: 30 MINUTES

Does your business offer an interesting experience where participants can interact in a hands-on way? Build this into the tour - it can be a contest, challenge, demo, etc.

CONCLUDE: 30 MINUTES

Provide some time to "wrap up" the tour, and allow representatives from the different tour areas to answer any lingering questions from students. Take a group photo, offer swag, and allow time for breakout conversations for students to network and share what they saw or learned.

🔑 → NEXT STEP: CONTACT US

✉ business@employindy.org

☎ 317.713.1905

🌐 talentbound.org/contact

Hosting a tour of students at your facility opens their eyes to what a real work environment looks like, and they can see the variety of opportunities available for different skill sets.

WHAT IS IT

Site tours are a great chance to share the core mission of your organization, while also showing the variety of employment opportunities and skills needed to keep your business moving.

WHY IT'S WORTH IT

By providing a better understanding of your organization to young adults, you plant a seed for potential future talent to consider the varying areas of your organization as a landing spot for a career.

WHY IT'S BENEFICIAL: BUSINESS

You can teach students about the benefits of working in your career sector and demonstrate your experience.

WHY IT'S BENEFICIAL: STUDENTS

During the tour, they are encouraged to see themselves in different roles and ask questions about the work - they get the ultimate "peek behind the curtain."

TALENT TOUR TIP SHEET

You are about to open your doors to a group of young people who may know nothing about your business or industry. In preparing for the visit, keep the following tips in mind:

○————→ BEFORE THE WORKPLACE TOUR

- ✦ Be sure to have (and share) contact info for key people from both your organization and the school
- ✦ Identify the most interesting and group-friendly areas of your workplace for the tour. Find areas where students can get hands-on if possible. If safety gear is required at the worksite, arrange for it to be available.
- ✦ Keep in mind that showing the variety of skills/job types offered by your business will ensure students have a greater chance of “seeing themselves” in a role.
- ✦ Let the coordinator know where the visiting group should park and enter the building. Include information about security procedures and appropriate dress.
- ✦ See if any of your employees are connected to the school in some way and get them involved.
- ✦ Brief the employees who will be involved in the tour. Provide an overview of your partnership with the sponsoring school or program, what to expect during the tour, their role and why their involvement is important.
- ✦ Consider a hashtag that you may want students to use when taking photos.
- ✦ Consider inviting media – communicate this with your PR or communications department, as well as with the school's.

○————→ DURING THE WORKPLACE TOUR

- ✦ Briefly explain the business, its operations, and what to expect during the tour.
- ✦ Provide instruction on workplace safety, if needed.
- ✦ Bring in someone from HR to talk about entry-level recruitment and careers.
- ✦ Arrange for students to break out into small group activities.
- ✦ Have students observe, hear from, and speak to employees with different levels of responsibility and roles in your company.
- ✦ Make sure students are exposed to a range of career options in your industry and let them know what education or experience is needed in each role.

○————→ AFTER THE WORKPLACE TOUR

- ✦ Debrief with your team about what went well and what did not.
- ✦ Provide feedback both internally and externally to improve future tours.
- ✦ Consider how to use the tour to promote your company's visibility in the community.

○————→ GO DEEPER

- ✦ Explore ways that you might further interest students and grow the pool of potential future employees.
- ✦ Talk to the work-based learning coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for job shadows, jobs or internships.

TALENT SHADOW OVERVIEW

🔑 → **PLANNING: 2 MONTHS**

Collaboration (phone calls, emails) to determine day-of schedule, topics to discuss, important questions, etc. will take two weeks but most schools require two months notice.

🔑 → **EVENT: 3+ HOURS**

WELCOME/TOUR: 30 MINUTES

Welcome student to the office/retail location and give them a tour of the office/worksites/location.

While touring, ask questions about each other to "break the ice."

Show a company video if you have one.

DETAILS & IMMERSIVE EXPERIENCE: 45 MINUTES

Share details about your role, show some examples of your work, and ask questions to connect it to the student's interests.

Find ways for the students to get hands-on if possible.

CONNECT WITH COLLEAGUES: 90 MINUTES

Conduct three 30-minute sessions on the different areas of the business, talking with colleagues about their work and how it impacts the overall goals of the organization.

CONCLUDE: 45 MINUTES

Prep students with some questions, wrap up, and conduct a feedback survey.

🔑 → **CONSIDER ADDING**

- ✦ Refreshments/Lunch
- ✦ Branded company swag
- ✦ Allow the student to join for a meeting - prepare them so they can understand what the meeting is about and look for a way to seek their input on the topic if possible.

🔑 → **NEXT STEP: CONTACT US**

✉ business@employindy.org

☎ 317.713.1905

🌐 talentbound.org/contact

Job shadowing offers an in-depth, hands-on, one-on-one experience for a student to be immersed in the work of your business and industry.

WHAT IS IT

Provide an in-depth, hands-on, one-on-one experience for a student to be immersed in your industry.

WHY IT'S WORTH IT

Show what a "day in the life" of a professional in your industry looks like and what sets your company apart as a desirable place to work.

WHY IT'S BENEFICIAL: BUSINESS

Teach potential future workers about your business and industry, allowing for more intimate learning where the student is the focus.

WHY IT'S BENEFICIAL: STUDENTS

Offer opportunity for learning through questions and 1:1 activity to build occupational knowledge and visualize a personal path toward a career

Working closely with one student is different than working with a group and should provide an immersive learning experience centered around addressing the curiosities of the student.

TALENT SHADOW TIP SHEET

○ → BEFORE THE JOB SHADOW

- ✦ Provide the coordinator with website link(s) about your company, industry, and profession to help the student prepare.
- ✦ Learn what the student is currently focused on in the classroom so you can correlate the shadow experience to their curriculum.
- ✦ Because a talent shadow is an individual experience, ask the coordinator for tips on how best to interact with the student based on their learning style and personality.
- ✦ Let the student know where to go when they arrive at your workplace and if they need identification to enter.



○ → DURING THE JOB SHADOW

- ✦ Give students instruction in workplace safety, if needed, and highlight potential hazards.
- ✦ Be sure the student shadowing you is engaged in a range of activities throughout the day that highlight the skills needed to do your job.
 - ✦ Be ready to adjust the level of difficulty of any shared tasks depending on the student's abilities
- ✦ Discussion Ideas
 - ✦ Ask about the student's interests and how they might tie into your work.
 - ✦ Share the educational and career path, obstacles, and achievements.
 - ✦ Discuss how communication and collaboration play a role in the workplace.
 - ✦ Talk about their network and networking in general.
 - ✦ Discuss what it means to be a continuous learner in a time of constantly-changing technology.
 - ✦ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.

○ → AFTER THE JOB SHADOW

- ✦ Provide feedback to the coordinator to improve future job shadows.
- ✦ If you're willing to stay connected with the student, offer your email address or connect on LinkedIn.

○ → GO DEEPER

- ✦ Share a blurb about the job shadow with photos on your company website or social media.
- ✦ Consider other ways you might use the job shadow to promote your company's visibility in the community.
- ✦ Talk to the coordinator about other WBL opportunities, like internships and employment.

TALENT CHALLENGE

OVERVIEW & TIPS

Bring a challenging problem from your industry into the classroom curriculum, and see how students find a solution.

○ → BEFORE THE CHALLENGE

- ✦ Identify a few authentic issues or problems your company or industry is facing that might be a good focus for a team of students to work on together.
- ✦ Work with a coordinator or teacher who will help you select and develop a challenge that is a good fit with the current focus in the classroom, student interests and available resources.
- ✦ Present the challenge to the participating students. Talent challenges work best when the challenge is issued at the workplace, where students can actually “see” the problem.
- ✦ Provide teacher with website link(s) about your company and industry to help students prepare for the challenge.
- ✦ If students are visiting the workplace, let them know where to enter the building and whether identification is needed. If safety equipment is required, have it ready for the students.

○ → DURING THE CHALLENGE

- ✦ Touch base with the coordinator or teacher during the challenge period of two to four weeks to answer questions or clarify anything.
- ✦ If you have the time, you may want to schedule a visit to the classroom to observe and engage with the students during the process.
- ✦ Arrange for you and others at your company to view the solution presentation provided by the students and provide feedback. Again, this works best if conducted at the workplace.

○ → AFTER THE CHALLENGE

- ✦ Participate in an evaluation and assessment of the students' performance and the workplace challenge itself.
- ✦ Consider how you might use the workplace challenge to promote your company's visibility in the community.

○ → GO DEEPER

- ✦ Talk to EmployIndy about hosting Talent shadows or Talent interns.

○ → NEXT STEP: CONTACT US

✉ business@employindy.org ☎ 317.713.1905 🌐 talentbound.org/contact

WHAT IS IT

In a workplace challenge, small groups of students (four to six per team) are engaged in solving a real-world problem or a challenge issued by an employer. The challenge is identified by the employer in consultation with the work-based learning coordinator and a classroom teacher. Students work as a team to identify possible solutions. They then create and deliver a presentation on their solutions to the employer.

WHY IT'S WORTH IT

The structure of the challenge is based on effective project-based learning approaches, enhanced by a focus on the targeted career pathway and an authentic problem or issue faced by an employer partner.

WHY IT'S BENEFICIAL: BUSINESS

You may uncover a real solution to a challenge your business faces, all while exposing your industry and careers to potential future talent.

WHY IT'S BENEFICIAL: STUDENTS

Designed to meet specific learning outcomes, workplace challenges are educationally rich, are tied to the curriculum, and help students connect what they're learning in school with the workplace. They help develop teamwork, problem solving, research, and presentation skills while applying them in a real-world setting

TALENT CHALLENGE PROCESS & EXAMPLE

A Talent Challenge is a Career Engagement activity where small groups of students (4-6 per team) are engaged in solving a problem or challenge issued by a partner employer in consultation with a classroom teacher. The structure is based in project-based learning approaches, enhanced by targeted career pathway focus, and authentic problem or issue.

THE TALENT CHALLENGE PROCESS

The challenge or problem is initially identified by the employer collaborating with a classroom teacher or WBL Coordinator. The WBL Coordinator helps select and develop a challenge that is an engaging, interactive activity for the students.

The challenge itself is delivered by an employer to groups of students who are familiar with the industry and ideally the particular employer, through exposures in the classroom or workplace.

Students then work together over two to four weeks to address the challenge in the classroom supported by teachers and in some cases the employer (one to two formal touch points between the students and a designated representative of the employer). The students take full ownership to meet the challenge, working as teams.

At the completion of the challenge, students provide a presentation on their solution to the employer/organization (at the workplace when possible), engage in dialogue and receive feedback on their approach. While bookending the challenge with visits to the workplace if possible.

After the presentation of the student solutions they are critiqued by the employer partner, then a discussion is led by the employer partner as the teams reflect on their approach and feedback.

EXAMPLE CHALLENGE

Course: 9th Grade Math

Parabolas for Profit-How can we, as market research analysts, help a local business make the most money?

Project Description:

In this project, students take on the role of market research analysts working for locally owned companies. Students analyze the linear relationships between cost and quantity of items sold, along with the quadratic relationships of total profit and unit price, to determine the most profitable price point for one of the goods or services the company sells.

They gather and analyze data to establish suggested prices and develop and present their reports to the company's owners. Students create a written market research analysis report, and they present their findings to business owners.



NEED SOME INSPIRATION?



Take a look at some ideas on my.pblworks.org/projects to see examples of work-based learning challenges from around the country.

CAREER *EXPERIENCE*

TALENT *EXPERIENCE*

TALENT *INTERN*

TALENT *APPRENTICE*



CAREER EXPERIENCE OVERVIEW

Think back to your first job. You'll likely remember a challenging transition during your first few months. As you learned the ropes, it became easier through practice and experience. Now think about what this transition could be like for students. Even with work specific training, the transition into the workforce can be challenging for these young people.



Applying new skills in a real work environment is a valuable reinforcement of earlier training and often serves as an important stepping stone to permanent part-time or full-time employment. Career Experience opportunities also help students develop their resumes and gain exposure to workplace dynamics. At the same time, they get compensated for their work. These opportunities are referred to differently across industries: internships, experiential learning, apprenticeships, etc. Ultimately the end goal is the same: provide youth with the opportunity to learn in an actual work environment and receive compensation for the work they perform.

OPPORTUNITY

- ✦ Youth receive on-the-job training to build and reinforce workplace skills and are compensated (e.g., cash wage, academic credit) for their work.



APPROACH

- ✦ How your company can provide youth with an on ramp to employment.
- ✦ Utilize structured and compensated experiential learning opportunities.



OUTCOME

COMPANY

- ✦ Company builds and improves its talent pipeline for enhanced employee retention and performance.
- ✦ Company can leverage and hone its current employees' leadership skills and improve satisfaction/morale.
- ✦ Company demonstrates commitment to the community and furthers its CSR agenda, while promoting workforce diversity.
- ✦ Company positions itself as the community employer of choice.

YOUTH

- ✦ Youth are more prepared to excel within their workplace or education and in turn will have increased opportunities for employment and education pathways.

TALENT EXPERIENCE OVERVIEW

Summer jobs and part-time work offer young adults important skill-building opportunities in real-world settings for real pay.

WHAT IS IT

Talent Experiences offer students the opportunity to be at a worksite doing real work for pay. The experience can be regular, paid summer or year-round employment, or it may be learning-rich, subsidized employment. The student is held to the same expectations as all employees and is evaluated by the workplace supervisor based on workplace expectations and performance.

WHY IT'S WORTH IT

While delivering productive work for pay, students also work on developing and demonstrating professional and occupational skills, communicating effectively and being a productive part of the team.

WHY IT'S BENEFICIAL: STUDENTS

- Every young person needs a first job, and for many, participation in a work experience program provides that opportunity.
- Work experiences expose students to potential careers and jobs and help build work readiness skills and occupational knowledge.
- They provide a context for learning and foster an understanding of how academic concepts are applied in a real-world setting.
- They illustrate the education and training needed for entry into certain occupations and careers.
- They let students know about your company's processes and products/services and the role your business plays in the community.

WHY IT'S BENEFICIAL: BUSINESS

- Students are engaged a core productive activity in your company
- Exposes potential future workers to advanced job opportunities and careers with your company, as well as the required skills and education to be successful in your industry
- Introduces students to one or more of your employees
- Helps your employees understand how to better communicate with the next generation of workers
- Provides leadership development opportunities for your existing workforce

➔ NEXT STEPS

- Determine who will supervise the student during the experience and have that person connect with the work-based learning coordinator or student to address scheduling, planning and logistics
- Arrange for a presentation to those employees who will participate in the work experience
- Distribute the Employer Work Experience Tip Sheet to identified supervisors
- Consider any impacts on company policy

TALENT EXPERIENCE TIP SHEET

Hiring young adults is routine work for many businesses, but for some this can be new territory. Consider the following tips so you can establish a work environment that benefits the workplace and the employee.

BEFORE HIRING

- ✦ Work with the coordinator to develop a job description.
- ✦ Interview, select and hire the student.
- ✦ Review the informational packet provided to you by the coordinator.
- ✦ Provide teacher with website link(s) about the job, your company and industry to help students prepare for the work experience.
- ✦ Work with the teacher or coordinator to help define ways in which the work experience can align with and support the curriculum.

DURING THE WORK EXPERIENCE

- ✦ Provide a workplace orientation for the student.
- ✦ Review the Job Ready Indy Employability Skills document provided by the coordinator and reinforce those concepts when possible.
- ✦ Consider if there are opportunities for students to be exposed to a range of jobs in your organization.
- ✦ Identify opportunities that will support the student's academic, occupational and employability skill development and assist them in working toward learning objectives.
- ✦ Communicate successes and opportunities to the coordinator that can be used to enhance the value of classroom connections.
- ✦ Use the WBL Training Plan and Evaluation (will be in the guide) to assess the student's performance at a mid-point and completion of the internship. Discuss it with the intern and the coordinator.

AFTER THE WORK EXPERIENCE

- ✦ Provide feedback to improve future work experiences.
- ✦ If you're comfortable doing so, offer to stay in touch via email or LinkedIn.
- ✦ Hold a debriefing session internally to review the effectiveness of the program and make suggestions for improvement.
- ✦ Consider how you might use the work experience to promote your company's visibility in the community.

RESOURCES

- ✦ Talent Experience Employer Guide
- ✦ Project Indy

AGE: Usually 11th grade or higher

Employer/Student Ratio: 1:1

DURATION: Minimum two months; can be summer job or year-round

FREQUENCY: One-time

COSTS: Entry-level wages

SPECIAL CONSIDERATIONS:

Supervisor selection, labor laws, safety, and personnel policies



PROJECT
indy MAYOR JOE HOGSETT'S
YOUTH JOBS PROGRAM

Project Indy is Mayor Hosett's youth jobs program, providing easy connection between employers and job seekers via its location-based mobile app.

Register at projectindy.net

TALENT INTERN OVERVIEW

🔑 → COMMITMENT

Provide high school students 11th grade or higher the opportunity to learn by doing real work while being actively engaged in your workplace.

RATIO

Employer/Student - 1:1 (max. 1:5)

DURATION

80-100 hours

SPECIAL CONSIDERATIONS

USDOL Internship Factsheet

🔑 → PLANNING: 3 MONTHS

- ✳️ Develop and design the internship, schedule, and process with the Work-Based Learning Coordinator.
- ✳️ Prepare employees to host the learning experience.
- ✳️ Work with EmployIndy and the school in the candidate selection process and confirm placement details.

🔑 → EVENT: 6-8 WEEKS

WELCOME

Orientation to workplace, associates, schedule, and expectations.

IMMERSIVE EXPERIENCE

Assign every intern a supervisor, and schedule regular check-ins to discuss progress.

CONCLUDE

Evaluate and reflect on experience with the intern, supervisor, and Work-Based Learning Coordinator.

🔑 → NEXT STEPS

✉️ business@employindy.org

☎️ 317.713.1905

🌐 talentbound.org/contact

Internships provide a direct benefit to the employer and give students the opportunity to learn by doing real work while being productively engaged in the workplace. Interns may work individually, in teams, on a project, or rotate through a variety of departments and job functions to get a full scope of your industry.

WHAT IS IT

Students work for a limited period of time to gain applied experience, build employability and technical skills, and make connections in a field of interest. Traditionally internships are in the summer, however, programs can occur throughout the year.

WHY IT'S WORTH IT

Through internships, future talent learns about your industry and are considering how they might prepare their career - possibly with your company.

WHY IT'S BENEFICIAL: BUSINESS

Hosting internships for students brings new energy and a fresh perspective to your workplace and provides opportunities for existing employees to develop supervisory skills.

WHY IT'S BENEFICIAL: STUDENTS

Internships not only provide exposure to a wide range of jobs within the industry, students who participate in an internship display higher graduation rates and better employment outcomes.

TALENT *INTERN* TIP SHEET

When hosting an intern or launching an Internship program at your organization, keep the following success factors in mind. What you should bring to the table is the passion and drive to make the program a success, clear understanding of desired goals, and defined roles and responsibilities. Set high expectations for your intern(s) and help them meet those expectations.

○ → BEFORE THE INTERNSHIP

- ✦ Source internship opportunities internally and define project/experience.
- ✦ Set criteria for intern participation and communicate with EmployIndy.
- ✦ Determine compensation and process.
- ✦ Register internship opportunities with EmployIndy.
- ✦ Interview & select student intern(s).
- ✦ Identify & train intern supervisors/mentors

○ → DURING THE INTERNSHIP

- ✦ Provide interns with onboarding training.
- ✦ Work with intern and Work-Based Learning Coordinator to develop learning objectives.
- ✦ Facilitate weekly meetings between supervisor(s), intern(s) and mentor(s).
- ✦ Monitor intern progress and performance.
- ✦ Communicate with Work-Based Learning Coordinator at scheduled intervals.
- ✦ Support operations as needed.

○ → AFTER THE INTERNSHIP

- ✦ Celebrate! A group lunch and/or recognition ceremony are great ways to send your intern(s) off with a positive impression.
- ✦ Provide youth with recommendations and confirm their satisfactory program completion, as appropriate.
- ✦ Track results: measure the impact by tracking a few metrics such as number enrolled, offered full or part-time employment, employees involved, budget, and feedback through evaluations.

○ → RESOURCES

- ✦ Work-based learning plan, evaluation, and additional forms as determined
- ✦ Workplace Internship Guide

TALENT APPRENTICE OVERVIEW

Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally-recognized credential.

🔑 → COMMITMENT

Provide high school students 11th grade or higher the opportunity to learn by doing real work while being actively engaged in an individualized training plan with their assigned mentor.

Ratio: Employer/Student - 1:1 (max. 1:2)

Duration: 2 years with a combination of 2,000 hours of on-the-job learning provided at the worksite and 144 hours of related instruction provided at the high school.

Special Considerations: USDOL Youth Rules, available at youthrules.gov

🔑 → PLANNING: 3-6 MONTHS

- ✦ Identify occupations within your company and map out your program.
- ✦ Develop and design your training plan for each occupation with the Work-Based Learning Coordinator.
- ✦ Work with EmployIndy and the school in the candidate selection process and confirm placement details.

🔑 → EVENT: 2 YEARS

Assign every apprentice a mentor, and schedule regular check-ins for alignment to training plan and related instruction.

Evaluate progress based on original training/progression plan, report progress, and determine next steps. Upon graduation, youth apprentices can negotiate employment or transition to registered apprenticeship and/or post-secondary education depending on their career needs.

WHAT IS IT

Apprenticeships are paid, structured, on-the-job training combined with related classroom instruction. They included individualized training and pay progression commensurate with skill gains and credential attainment. These are measured through structure, evaluation, and mentorship component to ensure business and worker standards are met. There are different types of apprenticeships including, but not limited to, Youth/Pre-Apprenticeship and Registered Apprenticeship.

WHY IT'S WORTH IT

Apprenticeship programs are a proven solution for businesses to recruit, train and retain highly skilled workers in various fields such as IT, healthcare, Manufacturing and Logistics, or business and finance.

WHY IT'S BENEFICIAL: BUSINESS

It is a proven and flexible strategy that can be customized to meet the needs of every business that results in: highly skilled employees, reduced turnover costs, higher productivity, more diverse workforce.

WHY IT'S BENEFICIAL: STUDENTS

You can develop flexible training options that ensure students develop desired skills, including classroom instruction to enhance the experience. Students who participate in Apprenticeship tend to have strong job skills, clear pay progression, high job security, and greater life-time earnings.

TALENT APPRENTICE WORKFLOW

IDENTIFY

EmployIndy identifies qualified employer partners

MEET

EmployIndy meets with employer to identify wage, schedule, and selection process

QUALIFY

Education partner advises student/parents of opportunity and identifies qualified candidates

APPLY

Students submit applications to participating employers

INTERVIEW

Employer interviews and hires students for youth apprenticeship

TRAIN

Student begins youth apprenticeship training and employer assigns mentor

GRADUATE

Students graduate with high school diploma and other applicable credentials

CAREER

Completers can transfer to a registered apprenticeship, employment, or postsecondary partner

➔ NEXT STEPS

Apprenticeships are the most involved, work-based learning activities, and require thoughtful consideration for implementation. EmployIndy can support your organization throughout the process, and the end result will be talent pipeline of young workers who learn your organizational priorities alongside the necessary skills for their job.

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🌐 talentbound.org/contact

FIND THE RIGHT TALENT BOUND ACTIVITY FOR YOUR BUSINESS

This toolkit is meant to serve as a roadmap for starting a new effort, or to upgrade an existing program. Work-based learning is a key element of a rigorous and relevant education for students. Properly designed and supported, work-based learning provides a practical context for school subject matter. It enables students to acquire the competencies and knowledge needed to succeed in today's workplace. We hope that as you think about making a positive impact on students, weigh the potential business benefits, and consider the economic implications, you'll be motivated to take action.



LEARN MORE OR CONNECT AT
talentbound.org



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