**“EDUCATORS IN THE WORKPLACE”**

### GUIDE FOR PARTICIPATION

“Educators in the Workplace” allows educators to interact with businesses and community partners thereby building lasting relationships. Educators are exposed to an influx of new ideas, management strategies, and requirements for success in careers from their dialogue and shadowing of business and community leaders. The interchange between teachers and business partners helps make classroom learning more relevant while preparing students for college and careers in the future. Participation in “Educators in the Workplace” provides opportunities to:

★ Begin dialogue with business and community leaders to work together to meet student needs.

★ Create partnerships that support instruction and the development of curriculum in classrooms aimed at preparing students to meet the demands of the workplace.

★ Engage volunteers in key instructional improvement initiatives.

★ Provide an answer to the student question, “Why do I have to learn this?”

★ Gain a first-hand perspective on the knowledge and skills students need to succeed in college and the workforce.

## Suggested Activities:

􀂈Tour the work space: executive offices, copy room, supply area, cafeteria, meeting rooms, training facility, health club, and other facilities.

􀂈Discuss executive overview of the industry, company, or organization including mission, philosophy, and code of ethics.

􀂈Explore extent of computer usage with daily tasks, voice mail, e-mail, Internet, teleconferencing, and video conferencing.

􀂈Job Shadowing: Observe employer in the performance of job responsibilities.

􀂈Review business materials such as organizational charts, planning charts, business code of ethics/behavior, and examples of project work.

􀂈Attend and participate in a meeting, “coffee talk,” presentation, or interview.