



FRI **7** OCT
2022

Tour Hosts: Make the Day Memorable

Here are Best Practices from Past Events

Thank you for opening your doors to local high school students this fall, during Oakland County Manufacturing Day on Friday, Oct. 7, from 10:00 a.m. to 1:00 p.m.

It has been two years since students participated in live tours, so we want to provide you with best practices and other tips garnered from past in-person visits.

Pre-Event Planning

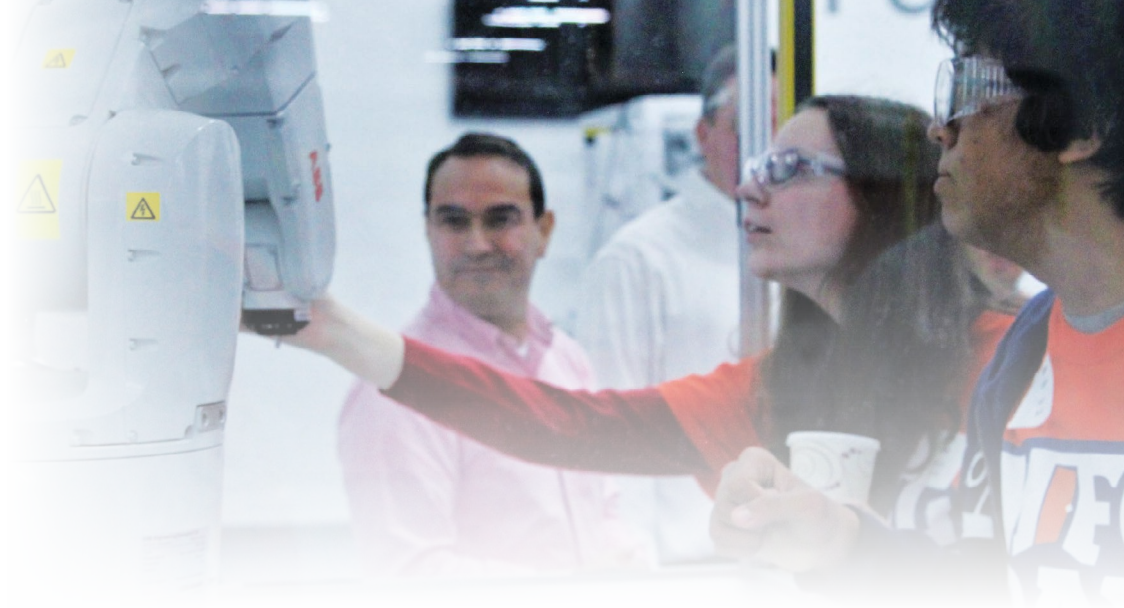
- Plan your tour to feature hands-on activities to keep students engaged
- Two event t-shirts will be provided; please have your tour guides wear them on the day of the event
- We are starting at 10:00 a.m., a little later than in the past to accommodate the schools and their transportation needs

Welcome

- Students will be easily identifiable by their bright orange t-shirts with the Manufacturing Day logo
- Spend no more than 15 minutes to welcome students, introduce them to the company and brief them on what to expect on the tour
- Allow time for students to use the restroom, as well as the distribution of safety goggles, hard hats, lab coats or any other necessary clothing
- Explain your cell phone and camera policies (a few companies do not allow them on the tour, others specify where photos can be taken)
- Students should keep coats in a conference room and discourage them from taking bags or purses on the tour

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Facility Tours

- Plan the tour with stations set up where students can talk to employees and learn about their jobs, required education and training
- Talk about your entry-level jobs, skills required, apprenticeships, pre-graduation opportunities, on-the-job training, as well as co-op and college internships
- Split the students into groups if this will enable them to participate in hands-on activities and discussions
- Students are sometimes hesitant to engage with adults – prompt them with questions
- Use inclusive language – refer to both the male and female students on the tour
- Promote the importance of lifelong learning beyond high school; discuss college and trade school opportunities, if appropriate
- Use social media to share moments from the tours – both photos and videos, if allowed

Celebrate the Event Across the Region
 Companies across Oakland County are hosting students. Use the hashtags #MFGDay22, #MfgOak and #OaklandCounty to share your experience!

Wrap Up

- Meet back at the starting point and allow time for students to ask questions
- We encourage you to feed the students lunch – they and your team will be hungry
- Promotional gifts are allowed at your discretion
- Plan for students to leave your facility in time to arrive back at school by 2:00 p.m.



Remember: Take a group photo with the students, featuring the tour host signage provided.

Questions? Contact:

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