

U of T Bring Our Children to Work Day

Job Shadowing Tips & Activities

To make the afternoon more effective and meaningful, consider the following as you plan on bringing your child to your workplace.

General Tips

Let everyone know in your workplace that your child will be visiting.

Plan a schedule of activities beforehand.

Activity Suggestions

Introduce your child to your work environment

- Take your child on a walking tour of your office area and if possible include nearby offices in your building.

Give your child some markers and paper and get them to draw a map of your work environment including your office and the offices of the people you work closely with. If you work in different buildings you can give your child a campus map and get them to map out your route on a typical day.

- Introduce your child to other staff members. If possible arrange for your child to spend some time with other staff so that they get a broader view of your workplace. Try and ensure that they see both women and men in the workplace.

As your child meets other staff members, he or she can keep a gender audit (how many women and how many men do you work with?). Get your child to interview two of your co-workers (hopefully a male and a female) and use the attached Interview Sheet as a guide.

- If they can help out with some simple clerical tasks get them involved.

Maybe your child could create a sign for your door or help out with a simple mailing.

- Arrange for your child to sit in with you on a meeting.

Have your child record who spoke and how often. Did the meeting have a 'chair' and explain the role this individual had to play to ensure a successful meeting.

- If the child is older they may also be interested in reading a report or memo.

Introduce your child to technology

- Show your child how important technology is to your business.

Schedule time for them to work on computers or other office equipment. For example, let them view your website and see how business is conducted through the site or have them participate in a conference call with another office that is participating in the program. Perhaps they can book a meeting for you using Corporate Time.

Introduce your child to the kinds of reading, writing and mathematics (if applicable) that you do at work

- Show your child samples of materials that you read and have written (e-mails, memos, etc.). Show your child the kinds of everyday mathematics you do.

Make real-life connections between the reading, writing and mathematical skills your child is learning at school and applying these skills in the workplace.

Questions you may want to ask your child at the end of the day

To guide your child's learning you may wish to ask them the following questions to prompt them to think about work and home life.

- What would you like in your ideal job? Does it have to be fun? Would you be learning new things? Would you like to work by yourself or with a team?
- Think about other people's jobs (friends, parents, neighbours, relatives, etc.), what do you think they do in these jobs and what would be fun about these jobs?
- What would you want your home life to be like - that is when you are not at work how did you see your life at home? Would you have lots of friends coming over? Would you have a pet? Would you have a partner and would that partner work outside your home? Would you have children?
- How do you think the type of job you do will affect the type of home life you would like? For example, will you have to travel, work long hours, work in the evening, etc.?
- What do you think should be done to help people manage their work and family lives in a better way?

Interview Sheet

Name of Person being interviewed: _____

Job Title of Person being interviewed: _____

Questions

What do you do in a typical day or week in your job?

What do you like most about your job?

What don't you like about your job?

What other jobs have you had?

When you were my age did you know what job you wanted? How did you decide on your career?

If I wanted to get your job when I was older what should I do to prepare myself?