







## Business and Industry Tour Guidelines

Thank you for offering a workplace tour. Workplace experiences are important to a student's career development/career readiness. It provides real-world examples of today's workplace.

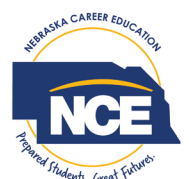
Nebraska Career Readiness Standards are employability skills needed in all workplaces. Students are learning about these in the classroom. Business and Industry Tours help reinforce and enhance these skills. In addition to identifying technical career skills specific and unique to your business/industry, please include Nebraska Career Readiness Standards needed for success across all workplaces.

For your consideration, the following table provides a list of the Nebraska Career Readiness Standards aligned with suggestions or key questions for each type of skill. Including some of these suggested discussion points during the tour will help show real-life examples of Nebraska Career Readiness Standards. Thank you!

Career Readiness Standards	Suggested Discussion Points
<p>1. Applies appropriate academic and technical skills</p> 	<p>Show students the different departments and positions available within your business. Be sure to discuss the different types of career fields that you hire within this one organization. Possible highlights include:</p> <ul style="list-style-type: none"> <li>• What training, education and/or certification are required for entrance and advancement in each area?</li> <li>• What are the essential knowledge and skills and employee in this department/position must have?</li> </ul>
<p>2. Communicates effectively and appropriately</p> 	<p>What types of communication skills are needed every day and important to this business/industry? Which departments communicate with customers the most?</p> <ul style="list-style-type: none"> <li>• If possible, show students the areas where employees are working with customers.</li> </ul>
<p>3. Contributes to employer and community success</p> 	<p>Provide examples of how employees contribute to the success of this business/industry. Provide examples of ways the success of this business/industry contributes to the success of the community and surrounding area.</p>
<p>4. Makes sense of problems and perseveres in solving them</p> 	<p>Show students some current projects that your organization is working on.</p> <ul style="list-style-type: none"> <li>• Discuss the stages of planning, the people involved, any challenges, and the tasks that need to be completed to achieve the stated objective(s).</li> </ul>

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Career Readiness Standards

Suggested Discussion Points

5. Uses critical thinking



If applicable, show students your decision-making process to accomplish work. Show students research, data, and/or reports that are used to make decisions.

- Discuss the types of decisions that are made using research, data or reports.

6. Demonstrates innovation and creativity



Show and/or share some recent ideas, processes or products that are being developed.

- How does your organization promote and/or ensure continuous improvement?

7. Models ethical leadership & effective management



Showcase an individual/employee who has modeled the positive attributes of an effective leader.

- How has this individual's leadership skills positively influenced the organization?

8. Works productively in teams & demonstrates cultural competence



Show examples of individuals working in teams.

- How does this team utilize individual talents and skills to accomplish a goal?
- How is conflict resolved on this team and/or in your workplace?

9. Utilizes technology



Show students how technology is used in throughout the business and/or industry.

- What skills are needed to operate technology tools and equipment?
- What technology tools do you use for conveying information, solving problems and expediting workplace processes?
- What policies or procedures are in place to ensure ethical use of technology in your workplace?

10. Manages personal career development



Have Students meet with an HR representative:

- Describe what students can be doing now to prepare themselves for a job in this career field.
- What do employers look for in potential candidates?
- What resume or interview tips do you have to share with students?
- What types of ongoing training and professional development are provided for your employees to help advance their careers?

Share the story of how your business started and has grown. (The who, what, where and how of your business). If possible, allow students to meet the founder, owner, CEO, President, etc.

11. Attends to personal and financial wellbeing



Share results of workplace surveys that indicate your company's level of morale and job satisfaction.

- How does your business encourage employee wellness and positive relationships?
- What types of financial and non-financial benefits are provided to employees (retirement planning, insurance, wellness programs, health center memberships, etc.)?