

## Tour Schedule

Total of 80-90 minutes

Student arrival	3 minutes
<b>Company overview (By President/Executive)</b> <ul style="list-style-type: none"> <li>• Founding of company, origin of name</li> <li>• When/how they became an executive</li> <li>• Describe your product/services                             <ul style="list-style-type: none"> <li>○ Where is it used?</li> <li>○ Who is your customer?</li> </ul> </li> </ul>	3 minutes
<b>Summary of what students will learn on their tour</b> <ul style="list-style-type: none"> <li>• Overview of how product/service is created</li> <li>• Employee roles involved                             <ul style="list-style-type: none"> <li>○ Highlight no more than six key roles</li> <li>○ Salary ranges/education levels</li> </ul> </li> </ul>	5 minutes
Why soft skills are necessary for every job	5 minutes
<b>What students will see during the tour</b> <ul style="list-style-type: none"> <li>• Describe the environment they will tour                             <ul style="list-style-type: none"> <li>○ Actual product/process involved</li> </ul> </li> <li>• Any key things to see and watch for</li> <li>• Safety issues if applicable</li> </ul>	3 minutes
Company tour	45 minutes
<b>Post tour Q&amp;A</b> <ul style="list-style-type: none"> <li>• Recap roles they viewed during tour</li> <li>• Which jobs were of interest to the students?</li> <li>• What did they like or dislike about the jobs?</li> </ul>	10 minutes
<b>Students depart</b> <ul style="list-style-type: none"> <li>• Share any parting goodie bag with “gift” or company item</li> </ul>	3 minutes