



UNIVERSITY OF
TORONTO
SCARBOROUGH

Job Shadowing Activities Bring Our Children to Work

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 the children 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.

Get your child to interview two of your co-workers 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.

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? Will you have to travel?
- 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 or boring about these jobs?
- What would you want your home life to be like – that is when you are not at work how do 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?
- What do you think should be done to help people manage their work and family lives in a better way?
- What is the main purpose of your parent's job?
- What did you observe your parent doing at work today?
- What do you think it means to be professional at work?
- What skills do you think are needed to do the work your parent does?

Interview Sheet

Name of Person being interviewed: _____

Job Title of Person being interviewed: _____

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?