



## **Job Shadowing Activities Bring Our Children to Work**

To make the morning more effective and meaningful, consider the following as you plan on bringing your daughter or son 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 the girls and boys 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. 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 son or daughter could create a sign for your door or help out with a simple mailing.*

- Arrange for your son or daughter 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 girls and boys 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 daughter's or son's learning, you may wish to ask them the following questions to prompt them to think about work and home life.

- What would 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 or boring about these jobs?
- 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?
- What is the main purpose of your parent's job?
- How does this job help support or advance the teaching and research work of the University?
- 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?