



Take Our Kids to Work™

The Students Commission of Canada

WORKPLACE GUIDE

INSIDE:

Great ideas to help make your
Take Our Kids to Work Day amazing!

takeourkidstowork.ca

#TOKW2023



Presented
by



Future Launch



WELCOME!

Help prepare the next generation during Take Our Kids to Work Day 2023!

No matter what your Take Our Kids to Work Day looks like this year – whether virtual, in person or a combination of both– we’re here to support you! On Wednesday, November 1, you’ll have access to pre-recorded virtual content giving your employees and the students you host more ways than ever to participate in this exciting day:

- Incorporate The Students Commission of Canada’s pre-recorded virtual theme sessions as part of your own day of activities.
- Host students in person, if you can do so safely, and incorporate The Students Commission of Canada’s virtual content into a “blended” day.
- Make sure your employees have access to the recorded theme sessions in case they would like to have access to that resource during or following the day and can participate with their children after November 1.

Launched in 1994, Take Our Kids to Work Day is the most recognized career exploration event in Canada. Inside the umbrella promotion and resources created by The Students Commission of Canada, there are many ways to engage. Employers open their doors with planned events for schools in their neighbourhoods or host their employees’ children. Thousands of Grade 9 students across Canada join their parents, caregivers, friends or relatives at work to get a firsthand look at what a workday looks like in the workplace and what skills are important when pursuing various careers.

Before, during and after Take Our Kids to Work Day 2023, workplaces and their employees play an important role in igniting students’ curiosity and opening the door for them to explore their future!

Thank you for your collaboration and support innovating new ways to build future ready students. Together we can promote diverse career pathways and skills for the future, inspiring and equipping today’s students to become tomorrow’s problem solvers and changemakers.





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PLANNING A GREAT DAY:

To do's, sample agenda and activity ideas

PART B

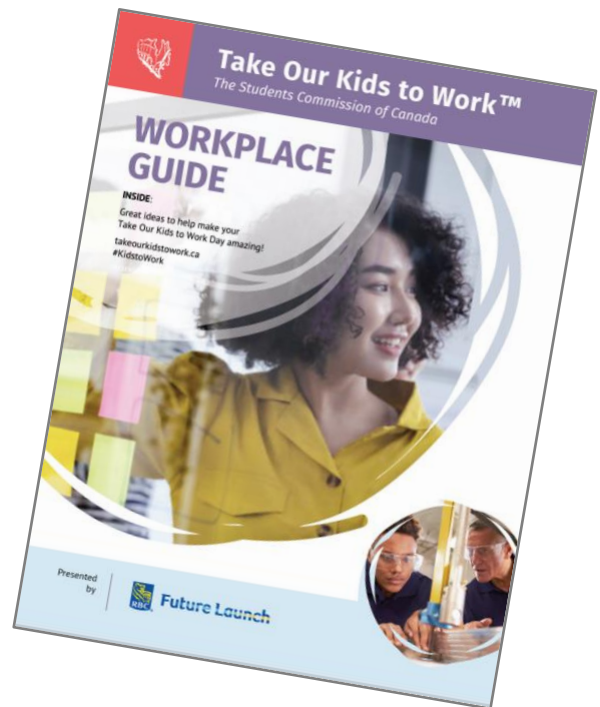
COMMUNICATION TEMPLATES:

Sample social media posts and internal communications to help promote your day

PART C

HEALTH AND SAFETY GUIDELINES:

Including links to online safety tips for youth





WHAT'S HAPPENING IN 2023?

A dynamic virtual cornerstone **kick-off – *Everyone Belongs Here!*** – with highly visual, engaging content. This video can be viewed stand-alone or can be the launch pad for your organization's continued participation during the theme sessions that follow it. RBC Olympian Larissa Franklin will share her journey in high-performance sport and her career emphasizing resilience and self-discovery. Students from across Canada will ask questions and a panel of experts from diverse industries will provide their insights and tips.

- Employees and their children can review the new pre-recorded 2023 **theme sessions**, which will offer insights into the skills and opportunities available in various career paths. The six sessions are listed below.
- **Take Our Kids to Work Day Live!** All day November 1, 2023, your employees, visiting students and their families can drop-in to a casual coast-to-coast live stream event. Ask questions of **Career Advisors**. Share stories of discoveries from your workplace with others across Canada.
- **Updates, tips, activities and ideas** for making Take Our Kids to Work Day meaningful for your employees and the students you host are in this guide.

Participation is simple!

You'll be able to access the cornerstone kick-off and the theme sessions to plan your event **by [registering or confirming](#)** your intent to participate. We will provide you with advance previews of the materials, live dates for helpful planning webinars (or recordings of them if you missed one), email reminders, participant certificate templates and social media assets. On November 1, 2023 and afterwards, access for your employees, their families and students visiting your premises access to all resources and guides, plus **Take Our Kids to Work Live!**





PART A: PLANNING A FUN, SUCCESSFUL TAKE OUR KIDS TO WORK DAY



By October 23, 2023

1. Determine what your organization's Take Our Kids to Work Day will look like. Some questions to ask include:
 - How will you mix speakers, virtual resources, live Q&A room and tours of your facilities?
 - Are any hands-on activities for students possible?
 - Is it for students associated with your employees only or do you want to reach out to neighboring schools? Some children are unable to attend at their caregivers/parents workplaces.
 - How long will the day run? Will it be a full day, half-day or a couple of hours?
2. Prepare the agenda. Incorporate the cornerstone kickoff and theme sessions as appropriate, identify guest speakers from your company, tours, etc.

[Resource: Take Our Kids to Work Day sample agenda](#) [Resource: Take Our Kids to Work Day sample activities](#)

TIP

If you are hosting students in person, confirm with your local public health unit and insurer that the coverage you have for visitors to your workplace includes students on Take Our Kids to Work Day.

TIP

Identify a host for your event. It doesn't need to be your CEO or a senior employee. Choose someone enthusiastic to engage students!



3. Organize a way for employees to sign up to assist on Take Our Kids to Work Day. Consider different roles, e.g., hosts, speakers, facilitators, activity leaders, etc.
4. Get the message out! Once you determine what your day will look like, send an all-employee email, or post on your office's intranet, to announce your workplace's participation in Take Our Kids to Work 2023 and invite employees to sign up to join in the fun!

[Resource: Take Our Kids to Work Day internal email](#)

Week of October 23

1. Finalize and confirm all presenters and presentations, panelists, speakers, and activities included in your Take Our Kids to Work Day program.
2. Do a dry run of your Take Our Kids to Work Day. You want your use of the Livestream Career Advisors and showing the TOKW Kickoff and Session videos to be smooth, so book time with your presenters to test the technology and ensure everyone is set up for success. Test your platform if using virtual components (e.g., Microsoft Teams, Webex, Zoom).
3. Identify and enlist a designated tech support employee to set up, test, run and troubleshoot your organization's activities seamlessly. Share contact info for your tech support broadly so all participants have the support they need on November 1.
 - Ensure any presenters/speakers are briefed, have speaking notes, and test their technology and connections in advance.
 - Provide links and logins and include them in calendar invites.
4. Circulate your Take Our Kids to Work Day agenda so all employees are aware of the schedule for the day.

Week of October 30

1. Email employees and their children to inform them of the agenda for the day, provide links, and generate enthusiasm for participating!
2. Join the conversation online! Post on your company's social media channels and invite your employees to do the same. Use **#KidsToWork** and tag @StdntsCmmsn (Twitter) so that we can celebrate (and share!) your posts.

TIP

Ask students to identify one question they hope to have answered during the day. Use this information to guide the employees whose participation might add



November 1, 2023 (the big day!)

1. Throughout the day, join the conversation and at *Take Kids to Work Live!* online:
 - a. Use the hashtag **#KidsToWork**
 - b. Tag @StdntsCmmsn in all posts on Twitter and @studentscommission on Instagram and tag The Students Commission of Canada on Facebook and LinkedIn
 - c. Take screen shots, video and group photos and tag us!
 - d. If you are posting photos that identify participants by name, make sure you have obtained appropriate, informed consent.

After November 1, 2023

1. Send an internal communication thanking employees, students, presenters, and all participants and highlighting the success of the day.
2. Send your photos and videos to info@studentscommission.ca.





Tips for a successful Take Our Kids to Work Day!

- ☑ Get to know your audience and be sure they feel comfortable. Some workplaces send a survey out to students ahead of time to hear what they would like to learn, see, and hear from.
- ☑ Make the day as interactive as possible with quizzes, polls and activities. If you are having people joining virtually, use the chat function liberally to pose questions and solicit feedback.
- ☑ Vary the content and speakers/presenters to keep students engaged. Ideally, keep speaker sections brief with plenty of time for questions. If possible and safe, build in some hands-on and alternative kinesthetic experiences, as well as listening ones.
- ☑ Incentivize participation with prizes and other types of recognition.
- ☑ Build in physical activity breaks. Encourage some movement or, weather permitting, outdoor breaks to retain student focus.





How to Access the Recorded Sessions and Virtual Event

Everyone Belongs Here!

This cornerstone virtual event is an uplifting way to kick off the day, bringing a message of purpose and belonging to students, their parents and educators alike. The 45-minute pre-recorded video sets the stage for a great Take Our Kids to Work Day and is available afterwards to use as part of your regular curriculum. RBC Olympian Larissa Franklin will share her journey in high-performance sport and her career emphasizing resilience and self-discovery. Students from across Canada will ask questions and a panel of experts from diverse industries will provide their insights and tips. Available in English and French.

Theme sessions

These 45-minute videos feature seven different career themes., Hosted by dynamic and interactive industry experts, they offer more options than ever before for students to encounter numerous professionals, sectors and industries. Each session is available for viewing throughout the day, and after the day. Available in English and French.

Take Our Kids to Work Day Live!

All day November 1, 2023, your employees, visiting students and their families can drop-in to a casual coast-to-coast live stream event. Ask questions of **Career Advisors**. Share stories of discoveries from

Register and learn more
www.studentscommission.ca
#KidstoWork

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workplaces with other students and employers from across Canada. Moderated in English and French.

How to access the virtual recorded 2023 resources

You can register any time or update your registration at <https://www.studentscommission.ca/en/take-our-kids-to-work>

After registration, access videos, guides, planning webinars, related materials, links and the recording of ***Everyone Belongs Here!*** for pre-planning purposes.

Everyone Belongs Here! and themed sessions will go live for public viewing by students, families and employers to view all day on Wednesday, November 1 on our website and The Students Commission [YouTube channel](#), plus post event day.

You can view each session as a class or share the links with your students so that they can watch and participate individually.





Sample agenda for Take Our Kids to Work

Use this full agenda to customize your day with students in-person at one workplace setting.

TIME <i>(suggestions)</i>	ACTIVITY
9:00 – 9:40 a.m. Arrivals, departures may vary, dependent on school start times, bus schedules Activity times can be lengthened or shortened depending on size of your workplace, offered in different order, etc.	<p>Welcome</p> <ul style="list-style-type: none"> • Welcome from your workplace’s representative [CEO] • Overview of the day’s activities • Going over guidelines (what to keep in mind in the workplace as others are working) • Set-up Cornerstone video: Take Our Kids to Work is a national event, thousands of students participating, your career may take you anywhere <p>Play Kick-off video – Everyone Belongs Here! A 20-minute video featuring RBC Olympian Larissa Franklin</p> <p>Brief Context Setting from one or two of your workplace’s representatives (could be a dialogue) regarding your company’s work and how it relates to themes of the Kick-off Video (i.e., diversity, resilience, and critical transferable skills, talents, experience you value that can be discovered early in high school). Share link for Take Our Kids to Work Live! Your visiting students and your employees can interact with others across Canada throughout the day.</p>
9:40 – 9:50 a.m.	<p>Ice Breaker: smaller groups or large Ice-breaker activity – e.g., two truths/one lie or share a special skill/secret talent you have</p>
9:50 – 10:30 a.m. 9:50 – 12:00 p.m.	<p>Tour of workplace highlights: ideally in smaller groups, job shadowing Employees at each “highlight” describe what happens there, why it’s important, answer questions. See, touch, do activities if possible.</p>
10:30 – 12:00 p.m. <i>Shorter tour option</i>	<p>Watch and discuss with students recorded 2023 theme sessions Depending on group size, select sessions to watch in this time period. This can be either all together or let students choose from among the five (40-minute sessions), depending on technology and space for viewing, size of the group, employee facilitators. After watching, employees lead an interactive session in discussion format or complete the theme session activities or completing some of your organization activities (see suggestions in this guide)</p>
12:00 – 12:50	<p>Lunch. May include entertainment or a fitness break.</p>
12:50 – 3:30 p.m.	<p>Extend, mix and match activities of the morning. Add in time to participate in Take Our Kids to Work Live! Your visiting students and your employees can interact with others across Canada throughout the day.</p>
4:30 – 4:00 p.m.	<p>Closing ceremony and wrap up. Ensure your key employees and visiting students have time to complete the Take Our Kids to Work Day survey and receive their participation certificates</p>





Themed Session Descriptions

- Everyone Belongs Here! Cornerstone Kick-off
Showcasing self-discovery, resilience and play in career exploration
- Advancing Diversity and Representation in Healthcare
People Power People
- Transforming Manufacturing with Advanced Technologies
The future of making in the digital era
- Exploring Tech @ RBC's Strategy & Innovation Team!
Boost your artificial intelligence
- Discovering your Talents in the 21st Century
The Art of Work today, tomorrow and forever
- Cultivating Green Careers of the Future
Diversifying sustainable career pathways
- Diversifying the Creative Journey
The Art, Media, and Design Industry



Everyone Belongs Here! Cornerstone Kick-off **Showcasing self-discovery, resilience and play in career exploration**

Presented by RBC Future Launch

Welcome to a day of discovery. So often, we don't know what we don't know. That can limit what and who we aspire to be. Everyone deserves insights into all the possibilities ahead, the opportunity to explore how their talents match jobs of today and tomorrow. Our goal is to introduce you to as many happy people with diverse career stories as you have time for today and in the year ahead. Everyone belongs here! is our theme for introducing a world of endless possibilities and ways of meeting some challenging realities. In this session, RBC Olympian Larissa Franklin kicks us off with her journey in high-performance sport, emphasizing resilience and self-discovery in the career journey. Sharif Mahdy goes from camper to CEO of a national charity for youth. In addition, some young Canadians will share their lived experience such as how they turned a teenage career in anti-racism work into a career in corporate banking and social responsibility or went from attending a youth conference to Deputy Chief. We'll finish up suggesting you check our Career Advisors featured on the website who will be available throughout the day for live interaction in our Take Our Kids to Work Live! Drop-in livestream.

Register and learn more
www.studentscommission.ca
#KidstoWork

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Advancing Diversity and Representation in Healthcare People Power People

Sponsored by McKesson Canada

Some of the best jobs and companies in health care aren't household words. Take a peak! Discover the vast range of careers hidden away in the health care and pharmaceutical industry. This session showcases the importance of diversity within the healthcare sector and how it positively impacts patient care. Engage in a panel conversation with experts from diverse backgrounds, who provide valuable insights and personal experiences from different career journeys. Gain knowledge about essential connections that make health care smarter, expanding access and reducing waste. Explore how partnerships between key players create a world of better health. Take a look at the range of resources, support, and technology offered by the diversity of all these partnerships, improving the industry.

McKesson Canada operates like a central nervous system of health care, partnering with key players in the health care industry for more than 100 years.

Transforming Manufacturing with Advanced Technologies The future of making in the digital era

Sponsored by NGen, Next Generation Manufacturing Canada

Discover the cutting-edge world of Advanced Manufacturing and its impact on industries and careers. Join industry leaders and experts as they showcase breakthrough technologies and innovative solutions. Explore the diverse opportunities within this dynamic sector and learn about the skills needed to thrive in the "future of making." Youth will submit video questions for panelists to provide valuable insights and inspiration for your journey in the world of Advanced Manufacturing. Don't miss this chance to explore how creativity, technology, and entrepreneurship come together in shaping a sustainable future.

NGEN is the industry-led, non-profit organization leading Canada's Global Innovation Cluster for Advanced Manufacturing.

Exploring Tech @ RBC's Strategy & Innovation Team! Boost your artificial intelligence

Sponsored by RBC Future Launch

Hear from employees and co-op student about what it's like to work with RBC's strategy and innovation team 'TechLabs'. They will share what it's like to be part of Tech@RBC, and their tech careers working technologies like Generative AI and Immersive Technology. They'll also share some surprises they've learned along the way!



RBC Future Launch is an important player in helping young Canadians accessing a variety of opportunities to develop the skills they need for a bright future.

Discovering your Talents in the 21st Century ***The Art of Work today, tomorrow and forever***

Plum io, Shad Canada, International Experiences Canada, The Students Commission of Canada

Dive into the world of 21st-century skills and their relevance in today's job market. New jobs, new careers are being created every day. Your talents, your skills can lead you to success in more jobs than perhaps anyone knows. Discover the key skills and competencies that employers seek in today's workforce or kick-start you into your own business. This session offers insights into how to discover and strengthen your talents and skills every year you are in high school, through work, volunteering and travel. Panelists will share their stories of discovering and harnessing their talents, moving from building one business, to another and then another. Discover how to align your unique strengths and talents with jobs and careers that energize you. Discover how you can travel, within and outside of Canada with programs that prepare students for the challenges of the future. The session highlights various success stories and showcases real-life examples of young and older individuals who have honed their 21st-century skills to excel in their careers. Panelists will respond to youth-submitted video questions, providing personalized insights and advice to inspire and empower young participants on their career journeys.

Plum is a Talent Platform, that provides employers data-driven insights to empower individuals to find career opportunities that align with their unique strengths and talents. Shad Canada offers a month-long summer program in 22 universities across Canada focused on STEAM and entrepreneurship for grade 10 and 11 students. International Experience Canada (IEC) offers Canadians the opportunity to work and travel abroad. The Students Commission of Canada offers skill building programs for youth through conferences, volunteering, youth advisories, employment and social justice projects.

Cultivating Green Careers of the Future **Diversifying sustainable career pathways**

Explore the future of green careers, helping to repair, improve and preserve the environment. Get a sense of how industries are innovating and understand the importance of sustainability in today's world. This session will feature a section where key actors of the sector respond to youth video-submitted questions, addressing specific inquiries and inspiring participants to consider careers in the green economy. Hear from Rodney, whose work for social change as a teenager taught him skills that led him from a heavy equipment operator to a successful management career in the oils and how he now balances two worlds, protecting and preserving the environment in his reserve and working for change in industry.



Diversifying the Creative Journey The Art, Media, and Design Industry

This session focusses on art, media, and design careers. Explore the diverse and dynamic world of creative industries and learn about the exciting opportunities they offer. Engage in discussions with experts and professionals from the art, media, and design sectors, gaining valuable insights into their journeys and experiences. Discover the power of creativity, storytelling, and innovation in these industries and how they shape our culture and society. This session will also provide an interactive element where panelists respond to youth video-submitted questions, offering personalized advice and encouragement to aspiring young creatives.

Ideas for fun, career-related, interactive activities

There are many ways to help your employees and students engage, have fun and learn. Some ideas are:

- Incorporate a “speed round” into your presentations of various roles in your organization. Structure five-minute sessions with staff from different departments and at different levels of the organization to respond to rapid questions from students in the virtual meeting room.
- Share a list of roles/job titles in your company. Break students into groups (or have them work independently) to guess what those jobs include, e.g., responsibilities and skills that they use. Alternatively, create a worksheet with role in column A and responsibility in column B. Have students match role to responsibility. Once the activity is complete, invite each employee with that job title to introduce themselves and share what they do and what skills they use daily. Provide time for Q&A.
- In advance of Take Our Kids to Work Day, mail a “Take Our Kids to Work Day” kit to all staff who register. It could include a t-shirt or mug for themselves and their child or other organizational ‘swag’ that they can wear and use on November 1.
- Ask presenters from your company to develop activities and challenges to engage students based on their department’s function or area of expertise. If there are visual aids, worksheets or other materials required, include them in the Take Our Kids to Work Day kit. Students who complete these activities/challenges can score points during the day for completing them (and even compete for prizes)!
- Plan some games as ice-breakers (e.g., set up a trivia game on Kahoot.com).
- Play charades. Have someone in your company develop a list of “secret” words or phrases (e.g., a job function or role). Include a different word/phrase in the Take Our Kids to Work





Day kit. During the day, students can sketch (Pictionary-style) or act out (charades style) their word and compete for points, or just for fun!

- Sales pitch activity. Share your company's values or even pose a current real-life challenge that your company faces. It can be complex or simple! Students can work with their parents to come up with a product or service that would benefit your organization and create a two-minute virtual sales pitch to present the idea to a panel of judges (employees selected to hear the pitches).





PART B TEMPLATES & COMMUNICATIONS MATERIALS



Internal communication / announcement:

Calling all employees with children in Grade 9!

<Organization> is pleased to announce our participation in the national Take Our Kids to Work Day on Wednesday, November 1, 2023!

We hope you'll take part by including your Grade 9 student in the day's events, which this year will include <activities> .

If you're planning to participate, please contact <insert name> at <insert email address> by <insert date>.

To help make this day a success, speak with your child and ask what he or she would like to learn about that day. We'd like to make sure it's an event they will enjoy and learn from. All comments are welcome.

Stay tuned for more details!

Social Media Sample Posts

Join the conversation on social media for Take Our Kids to Work Day using the **#KidstoWork** hashtag. Build some buzz about the exciting activities you are planning and promote the day at your organization.

We're looking forward to amplifying your tweets and posts throughout the day!



Sample social media posts before the day:

Nov 1 is Take Our **#KidstoWork** Day with @StdntsCmmssn! We're proud to take part and support the next generation workforce.

We're excited to host Gr 9 students virtually and give them a glimpse into our work on Nov 1 for @StdntsCmmssn's Take Our **#KidstoWork** Day!

Take Our **#KidstoWork** Day is coming up on Nov 2! We're proud to take part and help Canada's youth explore the world of work.

Take Our **#KidstoWork** Day is back this year! We're excited to take part in "the day that lasts a lifetime" with @StdntsCmmssn on Nov 1!

Sample social media content for the day:

Today's the day that lasts a lifetime! Gr 9 students are participating virtually to explore their futures, now. Join us to celebrate @StdntsCmmssn's Take Our **#KidsToWork** Day!

Today is Take Our **#KidsToWork** Day! We're proud to host Gr 9 students virtually for a fun, interactive day and support their career exploration!

We're excited to have visiting Gr 9 students spend a virtual day with us for Take Our **#KidsToWork** Day!



PART C HEALTH, SAFETY AND LIABILITY

For online safety tips for students, visit:

[Canada Safety Council: Online Safety Rules for Kids](#) [ACTIVE Kids: Online Safety Tips for Remote Learning](#) [Kids Help Phone: Staying Safe Online](#)

[MissingKids.org: Online Safety Resources for \(Virtual\) Back To School](#)

The following recommendations are based on the findings of an Expert Safety Panel, a committee of experts from organizations with acknowledged expertise in workplace safety and education. The Expert Safety Panel conducted a study and provided a series of recommendations that The Students Commission of Canada follows and that we encourage all workplaces that host in-person events on Take Our Kids to Work Day to follow.

Safety Recommendations:

- Communicate the importance of health and safety through a variety of channels to accommodate different learning styles.
- Enlist workplace health and safety experts to review the content and context of all materials produced for the Take Our Kids to Work Day program.
- Develop informed consent forms that contain workplace health and safety messaging, signed by students and parents.
- Encourage all participants in the Take Our Kids to Work program to commit themselves to a safe day. Include on forms a section demonstrating that students have read and discussed materials on health and workplace safety before participating.
- Begin Take Our Kids to Work Day with mandatory workplace orientations that focus on health



and safety issues relevant to that environment. Workplaces should use the expertise of their health and safety personnel to assist with the orientation if possible. Where appropriate, there should also be a student health and safety representative for the day.

- Encourage program participants to adopt a zero tolerance policy for ignoring health and safety guidelines and communicate this in program materials.
- Supervise student participants all day while they are at the workplace site. The student supervisor should be a competent individual and there should be a set ratio of the number of students to each supervisor that is appropriate for each workplace.
- Allow students to undertake only those tasks and experiences for which they have been properly oriented.
- Create an environment where students are encouraged to speak about health and safety concerns, ask questions, and comment on situations they observed during the day. Workplaces should conduct an annual inspection prior to Take Our Kids to Work day with a view to youth workplace safety.

All supervisors should:

- Train workers to safely perform every task they are assigned and check regularly to ensure that safety procedures are being followed.
- Alert employees to every possible safety hazard, no matter how obvious or minor.
- Observe and correct any unsafe practices or conditions.
- Provide appropriate protective clothing and equipment to every employee.
- Discuss with your employees any past accidents and the corrective measures that have been taken to prevent similar accidents from happening again.

Employer liability information

A student must be treated with identical care to that of any visitor to an employer's premises. Employers must take reasonable care to ensure that their premises are safe for the visitor.

Employers may be liable for damages if a student is injured while on their premises. It is recommended that employers have appropriate liability insurance in place and that they consult their insurance providers in this regard.



The Students Commission of Canada and The Students Commission of Canada's liability information

Take Our Kids to Work Day is an educational program provided by employers for Grade 9 students across Canada. The Students Commission of Canada is pleased to provide suggestions to employers for planning and preparation, including health and safety preparation, in anticipation of Take Our Kids to Work Day. However, The Students Commission of Canada does not arrange or monitor activities or programs that are provided by employers as part of Take Our Kids to Work Day, nor do they provide specific health and safety training to employers or students. As such, employer and student participants in Take Our Kids to Work Day acknowledge and agree that participation in Take Our Kids to Work Day is completely voluntary, and employer and student participants acknowledge and accept all risks of participation and assume full responsibility for all such risks to themselves and/or liability to others.

The Students Commission of Canada is not liable for damages arising from any and all actions, claims, demands, obligations, causes of actions, costs, expenses, and compensation of any kind on account of or in any way arising out of, or which in the future may result from, participation in Take Our Kids to Work Day or in conjunction with Take Our Kids to Work Day or the negligence of other people, including other participants.



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The Students Commission of Canada

We want to thank our generous supporters for Take our Kids to Work 2023



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