

Name:

Take your daughter to work!



We want you to get the most from your day at work. The following are ideas that will help guide you in the right direction. This is a wonderful opportunity - make the most of it! You will be creating a presentation so take some photos if at all possible.

About the person you are going to work with (You can complete this part before you go)

1. Who are you going to work with?
2. What is the name of the organisation that they work for and what does it do?
3. What is the job title of the person you are shadowing for the day?
4. What are their typical working hours?
5. How do they get to their place of work & how long does it take them?
6. What are their main duties?

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7. What would a typical daily routine at work be?
8. How long have they been working there?
9. Think about the skills that we have been talking about in lessons - what are the main ones that they use in their job? (Circle them)

Enthusiasm & Initiative

Teamwork

Time management

Organisation



Integrity

Personal presentation

IT

Communication & literacy

Numeracy

Problem solving

Negotiation & decision making

10. Are they satisfied in their job? Do they like what they do? What is the best thing about their job?

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11. How did they get to the position that they are in? Have they had to do any training?

12. What has their career path been like? E.g. Have they always been in the same occupation? Have they changed? Did they always want to do that job?

About the 'place' of work (Complete whilst you are there)

13. What is the working environment like? (E.g. Based outdoors, office based etc?)

14. Is there a dress code? What is it like?

15. What is the workplace like? Is it a modern workplace, light & breezy or old fashioned and traditional?

16. What facilities are there? E.g. A canteen on site? A crèche?....

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Your impressions (answer this bit when you get home!)

- a) Did you enjoy your day at work?

- b) What did you like the most about the job that the person did?

- c) What did you like the least?

- d) Would you like to work in that environment?

- e) If you had to sum up your day at work in three words, what would they be?

- f) What have you learnt about yourself and the type of job and place of work you would like to work in?