

BUSINESS TOUR HOST  
ADDITIONAL INFORMATION

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# EPIC DAY

Exploring Possible Industries & Careers

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APRIL 17, 2024



**CAREER**  
TRANSITIONS

# EPIC DAY BUSINESS TOUR – TOUR GUIDE ROLE

Many people have little concept of what goes on behind the doors of most businesses. Youth are in the same boat. By volunteering to host an EPIC DAY Business Tour, you will provide our EPIC DAY attendees with a glimpse into *your* world of work and arm them with information that will help them to make decisions as they navigate their career pathways.



The goal of this initiative is to engage and inspire students and their supervisors by allowing them to see a variety of roles in action, and better understand how these roles work together to successfully deliver the quality products and/or services that our local businesses generate.

If you choose to share your world of work with our students, **you** will tell us:

- The number of students that you wish to accommodate (in multiples of 6 whenever possible)
- The number of tour guides you wish to use
- The general length of the tour (1-2 hours in length)
- The times that your team is available (am, pm or both)
- If you are considering being a tour host sponsor (more info [HERE](#))

Career Transitions will match you with a school(s), take care of all the arrangements and communicate details in a timely manner.

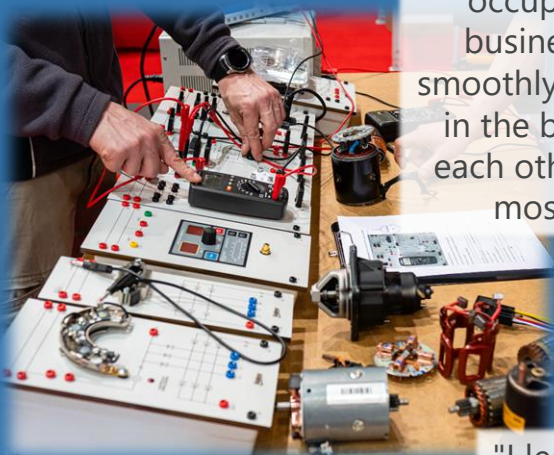


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# SAFETY AND PPE CONSIDERATIONS

- Safety must always be taken into consideration:
  - Plan activities that are appropriate for inexperienced persons and be prepared to supervise students.
  - Appropriate safety equipment (for example eye protection, ear plugs, gloves, etc.) **must be provided by the touring business** where necessary.


## WHAT THE STUDENTS HAD TO SAY...



"I learned how many different occupations are involved in one business, in order to make it run smoothly. I also learned how everyone in the business communicates with each other to get things done in the most efficient way possible."



"I learned that all people in different departments work together and build the business. All departments are important, and they are an essential part of making sure the business is running efficiently."



"My biggest takeaway would probably be how many different components go into running and operating a business. Especially how important teamwork and communication is in a work environment."



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# EPIC DAY BUSINESS TOUR – IMPORTANT DATES, DEADLINES & DETAILS REQUIRED

January 10	Schools start submitting requests for EPIC DAY spots
February 28	<p><b>Firm commitment from businesses to participate in the Business Tours</b> including:</p> <ul style="list-style-type: none"> <li>➤ When you can provide tours           <ul style="list-style-type: none"> <li>➤ Morning - sometime between 9-11:30</li> <li>➤ Afternoon - sometime between 12:00-2:30</li> <li>➤ Either/both</li> </ul> </li> <li>➤ How many separate tour groups can you have running at one time</li> <li>➤ Ideal group size given your environment (noise, space, safety, etc.) <i>Please keep in mind that schools will be registering for the EPIC Day Career Conference in groups of 6.</i></li> </ul>
February 28	<p><b>Final details of business tours confirmed</b> with Career Transitions including:</p> <ul style="list-style-type: none"> <li>➤ Length of time for the tour which gives students a good overall view of your company’s operations and an introduction to the range of occupations that comprise your workforce</li> <li>➤ Drop off location for tour start</li> <li>➤ Where to park – both for cars and buses</li> <li>➤ Any other instructions for the tour – for example, if there are PPE requirements such as wearing closed-toe shoes, if all visitors will be required to wear eye &amp; ear protection, etc.</li> </ul>
February 28	<b>Deadline for school requests</b> ; Career Transitions begins finalizing matches between schools and business tour hosts
March 6	<b>All schools have their business tour matches completed</b> <ul style="list-style-type: none"> <li>➤ Details of business tours sent to schools and tour hosts</li> </ul>
April 10	<b>Final email</b> to all Business Tour hosts with confirmed school, student numbers and contact information
April 17	<b>EPIC DAY!</b>



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## READY TO SIGN UP?

Inspire your future workforce.

Contact us to discuss your EPIC DAY business tour options today.

Thank you for your interest and support!



## CONTACT INFORMATION



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