



# Take Our Kids to Work™

*The Students Commission of Canada*

## WORKPLACE GUIDE 2024

November 6, 2024

[takeourkidstowork.ca](https://takeourkidstowork.ca)

#KidstoWork



Presented  
with



**Future Launch**



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# About the Students Commission of Canada

The Students Commission of Canada (SCC) is a charitable organization dedicated to ensuring that young people are valued, heard, and actively involved in shaping their futures. We work purposefully with partners to transform youth ideas into actions that improve their lives, the lives of their peers, and their communities. Our mission is to create a world where all young people transition positively into a successful adulthood, equipped with the skills, confidence, and opportunities they need to thrive.

Through initiatives like Take Our Kids to Work Day, we aim to break down barriers to career exploration and ensure that every young person has the opportunity to discover a diverse array of career paths. By fostering accessibility and inclusivity, we strive to empower youth to see their potential and realize their role in transforming communities across Canada.

## Welcome Workplaces!

Help prepare the next generation during Take Our Kids to Work Day 2024!

Take Our Kids to Work (TOKW) Day, the premiere Canadian career exploration program dedicated to inspiring the next generation of leaders, is proud to announce its 30th anniversary in 2024. The Students Commission of Canada (SCC) is creating new opportunities for both virtual and in-person experiences. With your participation, we hope to equip young people to contribute to this year's theme: Breaking Barriers, Transforming Communities. We are committed to continuing to engage youth from all backgrounds to experience a meaningful career exploration day.

No matter what TOKW looks like this year – whether virtual, in person or a combination of both – we're here to support you! On Wednesday, **November 6**, 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 SCC's pre-recorded videos as part of your own day of activities.
- Host students in person, if you can do so safely, and incorporate the SCC's virtual content into a "blended" day.
- Make sure your employees have access to the material in case they would like to have access to that resource during or following the day and can participate with their children after November 6.

Launched in 1994, TOKW is the most recognized career exploration event in Canada. For 30 years, thousands of Grade 9 students across Canada join their parents, caregivers, friends or relatives at work to get a firsthand look at diverse workplaces and learn about the skills that are important when pursuing various careers.

Before, during and after Take Our Kids to Work Day 2024, workplaces and their employees play an important role in igniting students' curiosity and opening the door for them to explore their future!

## What's Happening in 2024?

A dynamic virtual Cornerstone video – Breaking Barriers, Transforming Communities. This video can help you and your team kick off the day. Employees and their children can review the 2024 material, which will offer insights into the skills and opportunities available in various career paths.

**Take Our Kids to Work Career Live!** All day November 6, 2024, your employees, visiting students and their families can drop-in to a coast-to-coast live stream event.

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 video and other material to plan your event by signing up for updates. We will provide you with advance previews of the materials, email reminders, participant certificate templates and social media assets. On November 6, 2024 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 Career Live!



# BEFORE THE DAY

## By October 25, 2024

1. **Determine what your organization's TOKW day will look like.** Some questions to ask include:
  - a. How will you mix speakers, virtual resources, live Q&A room and tours of your facilities?
  - b. Are any hands-on activities for students possible?
  - c. 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.
  - d. 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.
  - a. Resource: Take Our Kids to Work Day sample agenda
  - b. Resource: Take Our Kids to Work Day sample activities
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 2024 and invite employees to sign up to join in the fun!
  - a. Resource: Take Our Kids to Work Day internal email



## Week of October 28, 2024

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 TOKW Day.** Ensure that TOKW Career Live! and showing the TOKW Cornerstone video and other material 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 6.
  - a. Ensure any presenters/speakers are briefed, have speaking notes, and test their technology and connections in advance.
  - b. 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 November 4, 2024

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 **@StdntsCmmssn** (X formerly Twitter) so that we can celebrate (and share!) your posts.



# DURING THE DAY



## November 6, 2024 (the big day!)

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

## 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 sustain student focus.





# AFTER THE DAY



## After November 6, 2024

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](mailto:info@studentscommission.ca).

## How to Access the Recorded Sessions and Virtual Event?

### Breaking Barriers, Transforming Communities! Cornerstone Video

15 minutes

To kick off TOKW Day 2024, we are excited to present a cornerstone video featuring theStudents Commission of Canada and RBC. This video will set the tone for the day and provide valuable insights into the significance of the program and the opportunities it offers for career exploration and community engagement. In addition, students will be able to get a virtual tour of RBC, meeting various employees and learning more about their unique journey.

[Access the video by signing up for our updates.](#)



## Robotics in Canada: A Glimpse Inside the Robotics Institute

15 minutes

Join us on a tour of the University of Toronto Robotics Institute, a leader in cutting-edge robotics research and a founding member of the Canadian Robotics Council. Sponsored by NGen, the industry-led, non-profit organization at the forefront of Canada's Global Innovation Cluster for Advanced Manufacturing, this "Walk With Me" video offers a behind-the-scenes look at the groundbreaking work happening in the lab. As we meet the brilliant minds behind these innovative projects and observe robots in action, you'll discover how the Robotics Institute represents the future of robotics in Canada. This video provides an exciting glimpse into the diverse opportunities available in robotics, both in academic settings and beyond, highlighting the broader landscape of robotics initiatives and leadership across the country.

[Preview the video by signing up for our updates.](#)

## Take Our Kids to Work Career Live!

All-day drop-in

This virtual national event is designed to bring career exploration to life for students across Canada. Through live presentations, interactive sessions, and expert interviews, Career Live guides young people toward fulfilling career exploration. It provides a unique platform where students can engage in real-time with professionals from various industries, ask questions, and gain insights into a wide array of career paths. This event breaks down barriers to career exploration, making it accessible to all students, regardless of their location or background. Join us for one or many of the presentation and let's prepare youth for the jobs of today and tomorrow, ensuring they are equipped to thrive in an ever-changing world.

[Please see the full-day schedule here.](#)

## How to Access the Virtual Recorded 2024 Resources

**Signing up for TOKW 2024** with The Students Commission of Canada gives you access to all the details about the event, the resources, webinars to assist in planning and updates about *Take Our Kids to Work Career Live!* It provides reminders and links to the recordings and resources for previewing all materials before they go live for students on November 6. Finally, it helps us to scope the impact of the event on a national scale.



# Safety Recommendations

## Online Safety

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 at the Workplace

- 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 TOKW program.
- Develop informed consent forms that contain workplace health and safety messaging, signed by students and parents.
- Encourage all participants in the TOKW 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 TOKW 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 TOKW 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.





# Thank you

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.

We also want to thank all our generous supporters for Take Our Kids to Work 2024



# Future Launch





# Appendix

## 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	ACTIVITY
9:00-9:30 AM	<p><b>Welcome and Introduction to the day</b></p> <ul style="list-style-type: none"> <li>• Greet the students and their accompanying adults.</li> <li>• Provide a brief overview of the day's schedule and expectations.</li> <li>• Show the <b>Cornerstone Video</b> to introduce the theme "Breaking Barriers, Transforming Communities" and set the tone for the day.</li> </ul>
9:30-10:00 AM	<p><b>Meet &amp; Greet with Employees</b></p> <ul style="list-style-type: none"> <li>• Host a short session where key employees from different departments introduce themselves and explain their roles in the organization.</li> <li>• Encourage students to ask questions about different careers within the organization.</li> </ul>
10:00-10:15 AM	<b>Break</b>
10:15-11:00 AM	<p><b>Job Scavenger Hunt</b></p> <ul style="list-style-type: none"> <li>• Give a list of job descriptions or tasks to students and let them find which employee is associated with each description/tasks.</li> <li>• Students observe the day-to-day activities of the employees, gaining insight into various roles.</li> </ul>
11:00 AM-12:00 PM	<p><b>Tour of the Organization</b></p> <ul style="list-style-type: none"> <li>• Conduct a guided tour of the workplace, visiting various departments, workstations, or production areas.</li> <li>• During the tour, explain the different functions within the organization and how they contribute to the overall mission.</li> <li>• Include hands-on demonstrations where possible.</li> </ul>

\* Time to be adapted based on the school bell schedule



TIME	ACTIVITY
12:00-1:00 PM	<b>Lunch</b>
1:00-2:00 PM	<b>Job Shadowing Session</b> <ul style="list-style-type: none"> <li>• Pair students with their relative or employees in different departments based on their interests.</li> </ul>
2:00-3:00 PM	<b>Interactive Workshop</b> <ul style="list-style-type: none"> <li>• Organize a workshop where students can engage in a practical activity related to the organization's work.                             <ul style="list-style-type: none"> <li>○ For example, if it's a tech company, they could do a simple coding exercise or design a basic webpage.</li> <li>○ If it's a manufacturing company, they might participate in an assembly or quality control exercise.</li> </ul> </li> </ul>
3:00-3:30 PM	<b>Wrap-Up and Conclusion</b> <ul style="list-style-type: none"> <li>• Bring the students back together to reflect on their experiences.</li> <li>• Encourage them to share what they learned and how their perceptions of different careers have changed.</li> <li>• Provide each student with a <b>Participant's Certificate</b>.</li> <li>• Thank the students for participating and offer closing remarks.</li> </ul>
3:30 PM	<b>Departure</b> <ul style="list-style-type: none"> <li>• Ensure students leave with any informational materials or small souvenirs from the day.</li> </ul>

\* Time to be adapted based on the school bell schedule



## 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 TOKW 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 6.
- **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).



## Internal Communication / Announcement

**Subject:** Calling all employees with children in Grade 9!

<Organization> is pleased to announce our participation in the national Take Our Kids to Work Day presented by the Students Commission of Canada and RBC on Wednesday, November 6, 2024!

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 TOKW 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 6 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 6 for @StdntsCmmssn's Take Our **#KidstoWork** Day!
- Take Our **#KidstoWork** Day is coming up on Nov 6! 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 6!

### 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!



## 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.