

VOLUNTEER WITH



TECHNOLOGY INTEGRATION WORKSHOP

Empowers educators with technology tools and business exposure to prepare students for today's workplace

ABOUT

The Technology Integration Workshop (TIW) is a four-day professional development opportunity for K-12 educators to enhance their curriculum through the integration of 21st century technology skills. Participating teachers update a curriculum unit plan during the workshop and participate in a corporate job shadow to better prepare their students with the skills needed in today's workplace. The job shadow is a critical element; teachers see how the skills they teach will be used by students later when entering their career.

ROLE

As a volunteer Business Partner, you will help educators gain insight to the careers and workplace skills employers are looking for when hiring. Teachers will witness the skills necessary for students' success in their future careers. You will familiarize teachers to today's business environment and draw parallels from their class to your business' employee needs.

- Opportunity to showcase your career field and company
- Influence the next generation of workforce professionals
- Create a personal connection with a school and an educator

EXPECTATIONS

- Share your experiences and knowledge about your career field, your company, and the business world.
- Must be available to meet with a teacher for a one-hour lunch session provided by BestPrep at the University of St. Thomas in Downtown Minneapolis
- Must host your assigned teacher for a half-day job shadow from 1-4 pm. (Meetings with other staff encouraged.)

SIGN UP TODAY!

Great for groups and individuals! Host a teacher at your workplace this summer!



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VOLUNTEER DATES



BUSINESS PARTNER LUNCH

MONDAY, JULY 31

12:00 - 1:00 pm

University of St. Thomas-tentative

- Meet your educator for lunch, provided by BestPrep



EDUCATOR JOB SHADOW

TUESDAY, AUGUST 1

1:00 - 4:00 pm

At your workplace

- Welcome a teacher to your company for a job shadow
- BestPrep provides a sample agenda for your afternoon

*"It helped me understand ways I can help our educators prepare students for jobs."
- Thomson Reuters Volunteer*



Learn more at BESTPREP.ORG/VOLUNTEER

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Job Shadow Suggestions

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COMPANY CULTURE

- Share about your company culture and work environment.
- Provide a tour of your company (i.e. your work area, cafeteria, meeting rooms, gym, company store, etc.)
- Talk about the benefits your company offers employees and how it attracts talent.
- Discuss useful employee services, features of the building, and how those are used.
- Schedule a meeting with a colleague who can provide your educator with a broad overview of positions within the company.

DAY IN THE LIFE

- Show your educator what a typical day looks like, from your desk to your calendar.
- Discuss a current or past project you worked on.
- Explain how your job fits within your department and how your department serves the company.
- Have your educator join a team meeting (if possible) to see your work in action.
- Talk about the types of technology you use on a daily basis (email, WebEx, database, conference calls, etc.)
- Share the means of communication you use when working with coworkers or clients.

CAREER & JOB SKILLS

- Discuss the traits and skills your company looks for in employees.
- Talk about the skills and education needed for a career in your field.
- Share about your thoughts on the future of your career field and how students can begin preparing today.
- Discuss general job skills you have and share what experiences taught you those skills.
- Work through a company team building exercise with your educator.

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General Suggestions

- Move around! Spend the afternoon in different parts of the building - your desk, a meeting room, the coffee shop, walking around.
- Invite others! Set up time for your teacher to meet your coworkers, supervisor, or other departments.
- Ask questions! This is also your time to learn about the education world and how it is different than business.

SAMPLE SCHEDULE

1:00	Greet teacher in lobby - security check in (if needed). Tour the office building.
1:30	Visit your work area - meet colleagues, show a project, talk about daily tasks.
2:15	Meet with HR - talk about how the company recruits, trains, and retains talent.
3:00	Join a team meeting.
3:30	Grab coffee - converse and answer any questions the educator has.
4:00	Teacher departs.