

# GETTING YOUR ORGANIZATION INVOLVED

## Strategies that Work

### Getting Started

1. Get visible support from senior management.
2. Share information with staff about possible opportunities for students in your organization.
3. Establish an individual to co-ordinate the various activities and serve as a liaison with schools. Centralized organization ensures careful planning and monitoring and allows for evaluating success and making improvements.
4. Determine which learning opportunities are most appropriate for your workplace and invite employees to become involved.

### Making Plans

1. Ensure that all employees thoroughly understand the requirements of the program.
2. Take a safety inventory and decide what training students will need and how it will be provided. Students should only be allowed to undertake activities for which they are properly prepared and supervised.
3. Meet with school staff to discuss program details, student needs, and required support.
4. Detail roles, responsibilities, expectations and accountabilities of all those involved.
5. Provide support, encouragement, and training for employees involved.

### Being Involved

1. Maintain ongoing communication among all participants. Make decisions and solve problems together.
2. Provide students with the information they need to fully understand the job requirements.
3. Invite students' questions and comments.
4. Help students complete any related assignments from school.
5. Give students feedback on their involvement, letting them know what would be considered acceptable at your workplace.

### Following Up

1. Provide formal and informal means to monitor how things are going with all participants on an ongoing basis.
2. Establish a process for dealing with issues and concerns as they arise.
3. Get feedback from participants and make changes as required.
4. Celebrate your successful involvement.