

# Year 8 Take Your Daughter to Work Day Thursday 25<sup>th</sup> April 2019

## Rationale and Advice

### For students, it's an opportunity to:

- ▶ Understand the importance of developing both 'soft' and 'transferable' skills in school by observing first-hand what of those skills are required in today's workplace.
- ▶ Start exploring career options in a practical way and gain a better understanding of just how many career choices are open to them.
- ▶ Develop an appreciation for their parents or carers and their roles in supporting their families.

### For parents, it's preparing your daughter for the future. You can:

- ▶ Participate in a shared experience with your daughter.
- ▶ Begin a career discussion based on actual experiences.
- ▶ Enhance your daughter's experience with discussions before, during and after the workplace visit.
  - Whilst the programme is a great opportunity for students to be exposed to the workplace and it offers an unmatched educational experience, there are things parents, mentors, teachers and workplaces need to be cautious of.
  - All those involved should follow certain guidelines and so be involved in activities that make sure your daughter gets the most out of the programme.

### Plan the day.

- Ahead of time, please think about how your daughter will participate in the day and what you would like your daughter to be involved in based on their interests if possible.
- Talk to your daughter before she goes to set out the ground rules.
- Find out if the organisation can offer any planned activities that your daughter can participate in. Whilst you want to make it interesting, please keep it realistic.
- Talk with other parents who have taken their daughter/son to the workplace to learn what went well and what they might have done differently.

### On the Day

- Don't assume your daughter will be comfortable in your place of work. Ensure she receives a short briefing at the start of the day to introduce protocols and Health and Safety issues.



- Introduce your daughter to everyone you work with and include an acknowledgement such as saying hello and shaking hands.
- Tell your daughter what each person does so that she can start understanding that everyone has different responsibilities in the workplace.
- Whilst **Take Your Daughter to Work Day** is intended to be enjoyable, it should not be a jolly. We hope your daughter will take the aims of the day seriously. Please allow her to see you problem-solve etc., and understand some of the details of various activities at work.
- Have a short discussion at the end of the work day to ask your daughter about what she most enjoyed and what she learned. **(see attached Hertfordshire Skills)**
- Don't just have your daughter shadow you; make sure she has an explanation of what you are doing and why and that she is fully engaged.
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The school would like to thank you most sincerely for your intended participation in this day. Girls all over the world are being invited to participate and at Presdales we think it will be a most worthwhile venture. Thank you again.

Please complete a **TAKE YOUR DAUGHTER TO WORK DAY PERMISSION AND CONFIRMATION** [google](#) form.

Personal & people	Hertfordshire understanding
<b>Motivation and ambition</b>	Actively participate Show enthusiasm Knowledge of the sector Pursue aspirations and goals
<b>Confidence</b>	Willing to meet new people Able to hold conversations with peers, managers and customers Recognise own strengths and able to present these
<b>Respect and good manners</b>	Listen and learn Recognise the feelings of others Be polite Remain calm
<b>Determination and resilience</b>	Commitment to get things done Learn from mistakes and accept criticism Resist distractions Adapt to changes
<b>Adaptability</b>	Flexible to cope with changing demands Able to apply knowledge to different situations
<b>Teamwork</b>	Cooperate with others Recognise skills in others Value contribution from others
Technical & practical skills	Hertfordshire understanding
<b>Numeracy</b>	Apply simple mathematical concepts Understand simple arithmetic Understand costs and expenditure
<b>Literacy</b>	Able to express yourself in writing Understanding of business etiquette verbally and in writing Able to explain yourself verbally
<b>Business and customer awareness</b>	Understand commercial realities Able to professionally communicate with customers Manage your time effectively
<b>Analytical and problem-solving skills</b>	Investigate systematically Identify problems Look for better ways and suggest solutions Plan and organize tasks
<b>Digital technology</b>	Understand the development in technology for business Basic knowledge of IT
<b>Qualifications</b>	Achieve qualifications valued by employers