



Iowa Valley Intermediary Program prides itself on its strong relationships with our business partners. In an effort to continue positive interactions with our partners, we have established the following reminders for our worksite tours.

## Prepare for the Event

- Be sure to ask questions. Research the business and industry. Having an understanding of who is presenting, where you are touring and what you will be learning about will make for a more interesting event.
- Wear appropriate clothing and shoes. If you are going on a tour and a business asks you to wear certain attire, make sure you do! If not, you will not be allowed on the tour. If they do not indicate specific attire, jeans and a nice shirt or even school attire are recommended. Closed toe shoes are also suggested; no flip flops, heels or sandals.

## Make the Most of the Event

- Please refrain from cell phone use during the tours/guest speakers. If you are seen on or using your cell phone during the tour or while in the business, you may be asked to leave. For this reason, leave your cell phones on the bus or turned off.
- Please be respectful of the business. You may be visiting a business that is still operating during normal business hours. Do not help yourself to food or drink that is set out for their customers/guests. Your host may offer you complimentary drinks and/or food but do not help yourself unless you are given the instructions to do so.
- Be respectful and polite. Give them your undivided attention. They have taken time out of their day to share their experience and knowledge with you.
- Keep an open mind. You may not be interested in the particular career field, but you never know what you may learn about the career or yourself.

## Leave on a Good Note

- Thank the tour guide or speaker for their time and show your appreciation that they shared their knowledge with you. If possible, send a follow up thank you note yourself or as a class.
- Ask your host for a business card. You may have some questions after your visit. It is important to make connections!