

## Corporate

On Take Our Daughters And Sons To Work Day, show the future generation of workers how your company affects everyday life. Do you make the cereal they eat or build the car their parents drive?

Coordinate interactive programs such as a roundtable discussion, provide a guided tour of the office, or have several departments conduct hands-on workshops based on their expertise. For example, girls and boys can create marketing materials with the Advertising/Marketing department, or learn interview techniques with Human Resources.

Here are some workshop ideas to incorporate in your day.

### Accounting

Have the accounting department create worksheets on how to manage a budget and the importance of money management. For a project, girls and boys can create accounts with “vendors” they think would be good for the company to have relationships with.

### Advertising/Marketing

Have an advertising employee or the creative director conduct a workshop that allows girls and boys to learn about the advertising and marketing industry. Explain how it affects the company and then have girls and boys create their own ads or marketing materials. Bring samples of what your company has done in the past to give them ideas.

### Human Resources

A perfect stop for the *New Generation At Work* to visit! Have an HR professional or the entire HR team conduct a workshop where they interview the participants and vice versa. Take it a step further and incorporate the Take Our Daughters And Sons To Work Foundation activity, “What Do Adults Think?”

### Payroll

Have a member of the payroll department demonstrate how employees get paid. Explain how time off is factored in (sick/personal/vacation), federal and state deductions, and savings plan deductions. Handouts can include sample time sheets and paychecks.

### Public Relations

Have the public relations team work with the students to write an op-ed, a pitch letter, press release, or media advisory.

## Publications

Have the students create a one-page newsletter, or an idea for a brochure. Briefly explain what the publishing industry is all about and why there is a publishing department in the company.

## Online/Website

Show the girls and boys the company website and explain how it benefits your organization. For example, is it used primarily as a communications tool or is it a vital part of your sales strategy? Have the children work on either a website of their own or give you suggestions for creating a Take Our Daughters And Sons To Work Day page for the company's site.

Here is what the schedule could look like.

*Note: Time may vary depending on number of participants and activities you would like to incorporate in the Day. Think about having adults sign their guests up for workshops before the actual Day. This will give all departments an opportunity to participate. Also, remember to factor in time for kids to go to the bathroom or to have a snack.*

9:00 am-10:00 am:

Registration and Breakfast. Address parents, relatives, mentors, girls and boys. Welcome them to your organization's Take Our Daughters And Sons To Work Day and briefly describe what they will be doing throughout the day. This is also a perfect time to give out gifts for the day.

10:15 am-11:15 am:

Take Our Daughters And Sons To Work *Icebreaker* and *Conversation Café*

11:20 am-12:20 pm:

Take Our Daughters And Sons To Work *Ask the Adults Activity*

12:25 pm-1:00 pm:

Tour of the office

1:00 pm-2:00 pm:

Lunch. It would be great if your organization would like to provide lunch; however this would also be a good time for the child to spend one-on-one time with the adult they came with.

2:15 pm-3:15 pm:

Department Workshop (see above workshops for ideas)

3:20 pm-4:20 pm:

Department Workshop (see above workshops for ideas)

4:20 pm-4:30 pm:

Closing Remarks