



SIMON'S TOWN SCHOOL
LAWHILL MARITIME CENTRE

PO Box 38 Simon's Town 7995 Tel: 021 786 2106

GRADE 11 – WORKSHADOW /WORK EXPERIENCE
DETAILS FOR HOSTING COMPANIES

DATES FOR WORKSHADOW – 23 to 25 JULY 2024 –
TUESDAY TO THURSDAY

IDEAS FOR THE HOST COMPANY – SUGGESTIONS ON HOW TO MAKE THE MOST OF THE
WORKSHADOW DAYS

The below are suggestions/ideas – please feel free to organise the day/s in a way that is most convenient to you and relevant to the business/operations.

PLEASE HELP US MAKE THIS WORK EXPERIENCE INITIATIVE A SMOOTH PROCESS BY
COMPLETING THE FORM PROVIDED.

Day 1 – Getting to know the company, what it does and the different functions

- We will ask the students to do research on your company, but we nevertheless suggest you begin the day with an 'orientation' presentation, including the 10 things you need to know about our company (and how we differ from our competition). Familiarise the students with the office environment and rules of the organisation including safety/evacuation etc and also the company culture and 'how things are done around here' ie behavioural expectations (hopefully we as Lawhill have prepared them well for this, but if you note any issues feel free to guide and also inform us!). Please also emphasise issues such as punctuality, no leaving building without notifying reception, etiquette regarding mobile phone usage, no chewing gum etc etc and also share the company's expectations in general re dress (even though they are in school uniform).
- If you have organised a structured programme for the day, please provide the students with a printed copy so they can learn to 'self-manage' their time and know what to expect when. Please allow for set bathroom breaks and time for lunch. Please emphasise need to be punctual for the

different presentations/activities taking place around the building/on the premises, and the need to take notes during presentations and not be on their phones. Also emphasise the importance of asking permission before taking photos..

- Depending on the nature of your business, do give them an overview of the different departments in the organisation, the role each one plays and how the different departments interface with one another. Many of our students don't have parents who work in a formal work environment and as such may not be aware of some of the aspects of the workplace which are or seem familiar/second nature to others. On the whole, students would benefit from insight into the operations of finance, HR, marketing/sales/customer, business development, IT, legal etc. Allow time for questions from students and encourage managers to be frank about what they enjoy most about the work they do and what some of the challenges and downsides of the job are etc.
- It is also helpful for managers to briefly share their 'personal career journey' ie what did they want to do when they were in Grade 11, the path they took (university/ straight into a job) and how their career has developed to this particular point in time, plus the hurdles and lucky breaks along the way – and the people and soft/hard skills which helped them achieve success. Useful too is to have staff share the mistakes they have made, what they learnt from them, how they overcame those mistakes and explain the correct way of handling matters when things go wrong as well. Encourage them to share the kind of advice they wish they had been given when they were in Grade 11 etc. Lessons on dealing with conflict are also useful to share.
- If time permits, give the students a practical 'exercise'... eg provide them with a challenge/scenario and ask them to give thought on how they would deal with that particular challenge ie "if you were in my shoes, how would you deal with this challenge which is facing our business/staff right now". Set time aside for students to talk about that as a group and to possibly present their thoughts/solutions on Day 2. Many of the responses you receive may be naïve and reflect the students' limited understanding of the complex organisational issues, but some of the suggestions may surprise you!.

DAY 2 – Experiencing the workplace

- The focus of this day could be more 'hands on' ie get them involved in some of the work, if it is safe/feasible to do so - or you may want to expose the students to a different perspective on the company eg hear from a customer, supplier etc about their interaction with the company
- Another suggestion for this day is to set up 'mock job interviews' – the students could be interviewed for a 'job' by the HR person and then given advice/feedback on how successful the interview was.
- HR could also guide them on what companies are looking for in prospective employees, what the most common mistakes are that are made by new recruits etc etc. If possible, HR can provide a CV Template and update students on the latest do's and don't's in terms of CVs .
- It would also be appreciated if as many staff as possible are encouraged to interact with the students, possibly via 'speed dating' sessions. This need not take more than 5 minutes for busy staff – basically they are required to pop in to the board room, introduce themselves to the students,

talk about their jobs, their career aspirations and offer some career advice – or this can take place ‘in situ’. It is also useful to have some of your younger employees come and share their experiences on entering the workplace – and offer advice! Do allow time for questions from the students.

- A talk about ‘soft skills’ and link between attitude and workplace success would also be valuable. Please do spend time addressing some of the issues that you, as an organisation, have picked up in new/young employees and recent graduates ...eg attitude/instant gratification/‘entitlement’ issues. Talk about the challenges you may have had with interns which have led to them not gaining permanent employment.
- You may also want to focus on the new skill demands ie those related to the ‘4th industrial revolution’ skills, EQ etc. This could be part presentation, part activity for them to work/reflect on or something to take home with them (the aim is to increase self-awareness)
- We also suggest a talk on personal branding and the do’s and don’ts of social media and how that impacts employability is another topic which could be covered.

Note:

- When it comes to presentations, they do not need to be formal. Story-telling is very effective when dealing with young people of this age. They love to hear about a ‘real life’ incident in the company/ department (especially when things go wrong) and how that matter was dealt with. Humour is also a very effective way of communicating any message and will help to put the students at ease.

PLEASE NOTE THE FOLLOWING:

- **Days:** We prefer that students do all three workshadow days at one company. However, if you are unable to accommodate them for all three days, please let us know ahead of time so that we can arrange another company to host them for a day or two.
- **Dress:** Students will be asked to wear **school uniform** for these workshadow days. That way they are easily recognisable by other staff (to encourage interaction) and are neat and presentable should customers visit your premises. We will ask the ladies to wear pants instead of skirts. *If you require them to wear overalls/safety gear, please make the necessary arrangements to provide those items and please let us know atleast two weeks in advance if you a) require clothing and shoe sizes and b) require us to provide PPE gear. We have limited stock and prefer companies to provide these items.*
- **Transport:** We will be arranging transport from the Lawhill hostel in Simon’s Town to the Cape Town CBD and/or Paarden Eiland or to a central point close to your offices. We will not provide a door to door service - students need to find their own way to the workplace, as they would ‘in real life’. if there are any safety or logistical considerations we need to take into account, please let us know about these.
- **Work hours:** Students need to leave early from the hostel in Simon’s Town to avoid traffic. They will leave here at 06H00 to be in the CBD and surrounds by 07H30 Or 08H00, depending on traffic.

We suggest an 08H00 start at your offices and a 14H30 finish for the workshadow days. (That way they are ahead of traffic for the way home ...and you and your colleagues can get some work done!). They will also need to leave your offices promptly in order to be at a central pick up point by 15H00 latest. Those who are late risk being left behind.

- **Refreshments:** We will ask students to take fruit and sandwiches from the hostel/home for lunch but if you wish to do so, you may arrange additional refreshments (muffins with coffee/tea) and a light lunch (pizzas). This is optional (teenagers are perpetually hungry so snacks are appreciated!)

INDEMNITIES AND NON-DISCLOSURE AGREEMENTS

If you require us to complete these, please email them to f.kula@lawhill.org by no later than xxxx.

SAFETY GEAR SIZES

If you wish to provide safety gear for the students, and require us to provide individual clothing and shoe sizes, please email us asap to request the details. Email a.sosibo@lawhill.org with f.kula@lawhill.org in copy.

PHOTOGRAPHS

Please take lots of photos of our students in the workplace and email them to us at a.sosibo@lawhill.org, cc f.kula@lawhill.org. We will be putting together an album for our FACEBOOK PAGE and include an article in our newsletter showing your support.

Please do follow us and like us on Instagram and X/Twitter as well as Facebook - @LawhillMaritime.

Thank you for your support. It is highly appreciated. Queries/questions? Email a.sosibo@lawhill.org and cc f.kula@lawhill.org or call + 27 21 786 2106 during school hours.