

## Final on the day checks

The planning and preparation you've done for your activity means on the day, you can enjoy the experience and know that you are really adding value to the student's career path. Here's a final checklist of things to consider on the day, to ensure everyone gets the most out of the experience:



Item	Action needed	Deadline	Review	Action completed
Ensure you have all the resources and materials you need as planned, including feedback forms if you are aiming to issue them on the day.				
If students or employees are visiting a different site as part of the activity, ensure they receive a site induction.				
Ensure your employees know their roles and what's expected of them.				
If you are planning to take photos or video during the activity, ensure the appropriate permissions are in place and the teaching staff have made you aware of anyone who doesn't want to be photographed or recorded.				
As well as capturing feedback after the activity, it's a great idea to encourage employees to capture their thoughts and feelings throughout. These are not only beneficial from a personal perspective, but also useful for incorporating into follow-up communications.				
If you have the opportunity, a short pre-activity pep talk is a really positive thing to do. Reminding employees of the great behaviours and skills they can demonstrate, such as active listening, clear communications and patience, will go a long way to ensuring the experience is a positive one. Also remind employees to speak up if they have any concerns throughout the activity.				
Periodically check-in with one another as well as the teaching staff throughout the activity, to ensure all is going well and to identify any aspects that need changing. So be prepared to flex and adapt.				