Planning Checklist for Organizing Communication Activities (With Teachers)

Tools – Checklist for Teacher Visits to Businesses

Once the type of teacher communication activity is determined, refer to the process for welcoming and training new employees and apply that model to the arrangements for teacher communication activities to ensure smooth execution and achievement of expected goals.

Checklist and Considerations for Planning Teacher Communication Activities:	Complete
What type of visit should be the first communication activity involve:	☐
Who will be the primary and secondary contacts at the school:	☐
What equipment do teachers need to bring for the communication activity:	☐
Is there a need to arrange for signing agreements:	☐
Do teachers need visitor passes? Are there other requirements for entering the office	☐

Information Needed in Advance:	Complete
Contact details :	☐
Start and end times (timetable/agendas):	☐

Requirements and Preparations	Complete
Provide on-site guidance: (including venue tours, etc.)	☐
Company tour (Introduce the team and let teachers meet team members, explaining the team's position and operational methods.)	☐
Company overview (including background, services, corporate culture, values, and mission)	☐
Consider any other health and safety policies related to the visit and emphasize them.	☐