

## Take Your Child to Work Day Activities

### Ages 7 – 11

- Create a scavenger hunt and see if your kids can find various items in your office. Take a look at this example for some ideas:  
[http://www.nfib.com/Portals/0/PDF/AllUsers/YEF/SmallBusinessScavengerHunt\\_Curriculum.pdf](http://www.nfib.com/Portals/0/PDF/AllUsers/YEF/SmallBusinessScavengerHunt_Curriculum.pdf)
- Allow your child to organize your storage or supply closet. Let them know what you're looking to get rid of and then let them do some paper shredding for some added fun!
- Let your son or daughter make a picture collage of who they want to be when they grow up.
- Write down different jobs on sticky notes. Have your child guess which employee does which job! They can stick the notes under each employee's name on a whiteboard.
- If your office happens to have a large collection of books, journals, or magazines, then put your little one to work by organizing your library.
- Have your child write a letter to someone that they admire and show them how to properly address and stamp it. Who knows? They might get a response!
- Permit your child to host an at-work tea party or snack time for employees. He or she will love getting to play the host for your co-workers.
- Bring a camera to work and let your child take pictures of the important tasks he or she has completed throughout the day. Then let them make a scrapbook of their adventures and show it to their friends or classmates.
- Show your child how to write thank you cards and have them decorate with markers and stickers. Then, allow your child to distribute the cards to your co-workers or employers to say thanks for hosting your child for the day.
- Write down all of these activities onto a schedule and let your child check off or stamp each activity when they have completed a task to practice their time management skills.



# Take Your Child to Work Day Activities

## Ages 12 – 18

- Host a workshop or a series of workshops on specific jobs within your company. Encourage your child to create a list of questions for your co-workers or employer, and follow the workshop with a Q&A session.
- Let your child create their vision of the ideal workplace and put together a bulletin board of shapes, words, quotes, and their other ideas.
- If job shadowing is a possibility, then have our child sign up to shadow different co-workers throughout the day.
- Have your child conduct a mock interview. They can come up with the questions and then interview you or another person in your workplace. As an added activity, reverse the roles and allow your child to be the candidate to see how they answer the interview questions.
- Demonstrate how important technology is to your business by showing your child the company website. Then let them create their own for your business by using a website template such as weebly.com
- Indicate to your child how the company calendar works and then allow them to book a meeting for you and put it on your calendar.
- Let your child come to a meeting and take notes or listen in on a conference call to observe the proper etiquette for speaking with customers or clients.
- Show your child an example of your company logo and then have them create their own!
- Allow your child to take pictures to document their day at the office. They can take a look at your company's Facebook page and then come up with some social media posts of their own experiences to share with their friends and family.
- Let your son or daughter create a schedule of these activities. Encourage them to check off each activity after they have completed the task to practice their time management skills.