

Introduce your business by providing an overview and highlighting key, interesting facts.

To help keep the audience's attention, show as many departments as possible.

Tour of workplace for pupils

Talk about your job role and what is involved day-to-day.

Plan activities which give attendees an interactive experience.

Introduce staff, especially if you have any young employees or Apprentices.

Talk about how staff members can progress within the company.

Talk about all the different opportunities your company has to offer and how pupils can get into these roles. Highlight the key skills you look for e.g. attitude and work ethic, as well as any qualifications.

Give out promotional items so that people remember you!