

EXAMPLE: JOB SHADOW AGENDA (4 HOURS)

Welcome & Introductions

Time: 15 minutes

- Greeting, overview of the day, and purpose of the job shadow
- Introductions and discussion of participant goals
- Brief overview of schedule and expectations

Worksite / Office Tour

Time: 20 minutes

- Walkthrough of key areas, departments, and roles
- Introduce team members and explain how each function contributes
- Review workplace norms, safety considerations, and logistics

Job Shadowing Session – Part 1

Time: 60 minutes

- Observe daily tasks, systems, and workflows
- Demonstrate processes and tools relevant to the role
- Pause periodically to explain reasoning and context
- Encourage questions as they arise

Break

Time: 10 minutes

Job Shadowing Session – Part 2

Time: 45 minutes

- Deep dive into more complex tasks or ongoing projects
- Review real examples of typical work products or cases
- Highlight problem-solving, decision-making, and communication patterns

Interactive / Hands-On Activities

Time: 40 minutes

Possible activities:

- Walk through a simplified process or scenario
- Review documents, reports, or project plans (non-sensitive)
- Collaboratively discuss how tasks or decisions are approached
- Try a low-risk activity or demonstration (if appropriate)

Q&A Conversation

Time: 20 minutes

- Open discussion about the role, team structure, and career pathways

- Address questions about skills, training, and experiences
- Share advice, resources, or insights

Wrap-Up & Reflection

Time: 10 minutes

- Review key takeaways from the job shadow
- Discuss next steps or follow-up opportunities
- Thank the participant and close session