



Upper Valley Manufacturing Week

Coordinated by American Precision Museum

Tips for hosting Upper Valley Manufacturing Week Tours

- Try to keep your tour to a maximum of 45 minutes; if longer, include a break
- Create small enough groups so that those in the back can see and hear
- Choose the quieter areas of your company so everyone can hear
- Ask the teacher what the focus should be:
 - Career paths?
 - Applications for advanced math?
 - The latest in computerized technology and robotics?
- You don't need to show the entire facility
- Send home a keepsake that includes an image so parents see what modern manufacturing looks like
- Send home a list of all the specialized skills or jobs at your company

Tour ideas

- Begin your tour by passing around a final product you manufacture
- Stop at work stations and have the employee describe what s/he is doing so there are different voices on the tour
- Break down in to small groups and rotate among activities such as:
 - Visits with employees to see what they do for work and learn their career path
 - Look inside a machine
 - Have a career panel with a range of people who can speak briefly about their jobs (think about including marketing, HR, etc).
 - Hands-on projects:
 - Two finished pieces and a gauge. Which is within tolerance?
 - Measure a human hair
 - Have students try to put together something simple from a technical drawing

Career Panels

- Topics: Why panelist choose his career/
 - Pathway to the career
 - What a panelist does on a typical day at work
- Have students write down questions on slips of paper. Moderator assigns questions to panelist.





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Sample Tour Schedule (from Hypertherm)

Tentative schedule for Mfg Day visit Sept 30 (as of 9/19)				
	RVTC		Penacook	
	A	B	A	B
8:45	arrive			
9:00	Introductions and ABBA video			
9:15	torch assembly	cutting demo	arrive	
9:30			introductions and ABBA video	
9:45	production tour	torch assembly	cutting demo	production tour (reverse direction)
10:00				
10:15	cutting demo	production tour	production tour (reverse direction)	torch assembly
10:30				
10:45	career panel/Q&A		torch assembly	cutting demo
11:00				
11:15	depart		career panel/Q&A	
11:30			Lunch, then depart	

