

Employer Guest Speaker Tip Sheet

Thanks for agreeing to present as a guest speaker. As you think about how to best prepare for your presentation, keep the following success factors in mind.

Before the Presentation

- ☐ Provide the teacher with a website link(s) about your company, industry, and/or professional bio to help better prepare students for the presentation.
- ☐ Complete the provided Volunteer Application at least a week before the opportunity -- the sooner the better!
- ☐ Build talking points that you believe will engage the students.
- ☐ Ask the teacher for presentation tips and to help you address any concerns you may have.
- ☐ If you have special requirements for your presentation, such as a projector or computer set-up, let the teacher know. If you are handing out materials, ask for an estimate of the number you'll need.
- ☐ Bring your business cards; the students may ask for them.
- ☐ If you are "visiting" the classroom electronically, via Skype or some other form of video conferencing, arrange for a test run prior to the work out any kinks.

During the Presentation

- ☐ Introduce yourself, your company, and your job title. Let the students know what to expect from your presentation.
- ☐ Try not to read from prepared notes and if you are using insider lingo, define those industry terms and acronyms.
- ☐ If possible, use visual aids such as a product, tool or any materials from your company that will help the students understand what you do.
- ☐ Describe a typical day at your company and help students understand as much as they can about the culture of the workplace and the nature of the world of work.
- ☐ Share the educational and career path you took to your current position
 - ☐ Talk about how school subjects (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
 - ☐ If possible, share mistakes you have made and how you have addressed problems.
 - ☐ If possible, make your presentation interactive with role playing, mock projects, hands-on activities, etc. Ask questions of the students, making it a two-way dialogue.

After the Presentation

- ☐ Provide feedback to the teacher to improve future guest speaker presentations. Complete the provided survey.
- ☐ Consider how you might use this presentation to promote your company's visibility in the community.

Go Deeper

- ☐ Talk to the teacher or work-based learning coordinator about being a classroom speaker or guest trainer, helping with curriculum, or hosting students for Job Shadows, Jobs Internships, or Apprenticeships

Suggested Talking Points:

Describe your career journey.

Talk about obstacles you overcame.

Discuss the need for perseverance, hard work, and getting along well with others.

Manage expectations about the world of work.

Tips to share:

Avoid job hopping.

Build your network (talk about how to do that)

Be a continuous learner and stay abreast of industry changes.