



## Guest Speaker Fact Sheet

### Guest Speakers

Using guest speakers to support learning is a structured Career Awareness activity in which students or other learners listen to a presentation to hear about the speaker's career, business or organization and industry. They have the opportunity to ask questions to help them consider whether they might like to pursue a career in the industry.

Designed to meet specific learning outcomes, guest speaker presentations are educationally rich, are tied to the curriculum, and help students/learners connect what they're learning in school with the workplace. Presentations are usually conducted in the classroom, but in some cases, guest speakers may "visit" a classroom electronically via Skype, Zoom, WebEx or some other technology, or the activity is conducted on-line.

Guest speaker presentations are one activity in the continuum of authentic work-based experiences provided to all learners engaged in career-related programs or course of study with Earn & Learn partners.

### Guest Speaker presentations are designed to:

- Provide exposure to potential careers and jobs.
- Provide a realistic picture of the business, its role in the community and the career paths and occupations of its workforce.
- Help students/learners make the connection between their education and the workplace.
- Inform career planning.

### Guest Speaker presentations are structured to:

- Allow students/learners to listen, receive information and ask questions.
- Enable students/learners to begin identifying areas of career interest.
- Build knowledge about the education and training needed for a particular job, career path and entry into the industry.

### Guest Speaker presentations are supported by:

- Student/Learner preparation, including research on the industry and participating businesses.
- Employer orientation and support to prepare for the particular audience.
- Post presentation reflection opportunities that include verbal and written options.

### Guest Speaker presentations are connected to:

- Individual career development/training plans.
- A continuum of future work-based learning activities that build over time
- The student's or learner's next steps.

## Guest Speaker Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- Connector Guest Speaker Checklist
- Student/Learner Guest Speaker Checklist
- Teacher/Faculty Guest Speaker Tip Sheet
- Employer Guest Speaker Tip Sheet
- Employer Guest Speaker Fact Sheet

### Implementation Tools

- Guest Speaker Research Activity
- Guest Speaker Student/Learner Reflection

#### **Tips for Success** **Work-Based Learning Essential Elements**

Effective Guest Speaker activities include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Student/Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Student/Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Guest Speaker activities and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address their needs and support participation.