



## Guest Speaker Fact Sheet

### Guest Speakers

Using guest speakers to support learning is a structured Career Awareness activity in which learners<sup>2</sup> 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 learners connect what they're learning in school with the workplace. Presentations are usually conducted at the school, but in some cases guest speakers may visit a classroom via Skype, Zoom, WebEx, Microsoft Teams or some other technology, and the activity is conducted through the use of a remote classroom. There are also virtual simulations available where a recording of a live guest speaker activity can be viewed on-line and serve as a foundation for an activity and/or discussion in the remote classroom.

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 a business, its role in the community and the career paths and occupations of its workforce.
- Help learners make the connection between their education and the workplace.
- Inform career planning.

### Guest Speaker presentations are structured to:

- Allow learners to listen, receive information and ask questions.
- Enable 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:

- 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 learner's next steps.

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<sup>2</sup> Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

## Guest Speaker Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- Connector Guest Speaker Checklist
- Learner Guest Speaker Checklist
- Teacher/Faculty Guest Speaker Tip Sheet
- Employer Guest Speaker Tip Sheet
- Employer Guest Speaker Fact Sheet
- Guest Speaker Remote and Virtual Options Sheet

### Implementation Tools

- Guest Speaker Research Activity
- Guest Speaker Learner Reflection
- Remote and Virtual Fact Sheets

#### **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 Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the 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.