

Teacher/Faculty Guest Speaker Tip Sheet

Note: If you are coordinating a guest speaker presentation, review the Work-based Learning Connector Guest Speaker Checklist.

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 of its workforce.
- Help students/learners make the connection between school and the workplace.
- Inform career planning.

Before the Guest Speaker Presentation

- Review the Guest Speaker Fact Sheet and this tip sheet.
- Assess how the day can support classroom activities and help meet curriculum goals.
- Identify desired Student/Learner learning objectives. Build excitement for the activity and talk to students/learners about what they can expect to learn.
- Have students/learners research the speaker's company and the careers it offers. Have them prepare at least three questions for the employer.
- Send information about the school and what students/learners are studying to the speaker and provide background on the type of class they will be speaking to, the number of students, grade level(s), and career interests.

During the Guest Speaker Presentation

- Support the guest speaker in effective interactions with students.
- Encourage students/learners to ask questions.
- Hand out materials that will aid the presentation: activity sheets, industry facts, company brochures, sample products, etc.
- Distribute and collect feedback forms from students/learners and speakers.

After the Guest Speaker Presentation

- Thank the guest speaker and together identify follow-up activities for the students.
- Provide individual and group reflection activities for students/learners and help them make the connection between their education and the workplace.
- Help students/learners update their career development plan and think about any next steps they would like to take to further their career goals.
- Have students/learners write thank-you notes to the employer partners.
- Assess the impact and value of the guest speaker presentation with the Connector and utilize employer, staff and Student/Learner feedback to improve future presentations.
- Document and archive information about the guest speaker presentation.

Go Deeper

- Make the guest speaker presentation part of a project and have students/learners prepare and deliver a presentation to others at your school about the company that visited.

The Classroom Connection: Preparation and Reflection

Before Guest Speaker presentation

Set students/learners up for success by having them.

- Research company and industry of visiting speaker.
- Discuss how the presentation can help them meet learning objectives.

After Guest Speaker presentation

- Spark Student/Learner reflection with an activity.
- Ask, "What new things did you learn about this job and industry?"
- See if they want to find out more or further explore careers in the speaker's industry.