Remote and Virtual Guest Speaker Options Sheet

Translating a Guest Speaker Activity to remote or virtual settings is perhaps the most straightforward of all the Work-Based Learnring activities. While presentations are usually conducted at the school, 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 classroom

Remote Guest Speaker Options

Remember, remote activities promote "live" learner[8] contact with adult professionals and front-line workers via the use of technology.

Guest Speaker Remote Classroom

An industry or employer partner visits a remote classroom as a guest speaker and provides a presentation on the speaker's career, business or organization and industry. Learners ask questions to help them consider whether they might like to pursue a career in the industry.

Steps to Success

- Review the Guest Speaker Guide. Distribute and review checklists and tip sheets to all parties
- WBL Connector and/or Teachers recruit and schedule Industry Partner(s)
- WBL Connector and/or Teachers select and test platform
- Industry Partner visits remote classroom
- Industry Partner Introduces self, provides presentation
- Learners ask questions and interact with the speaker, moderated by WBL Connector or Teacher
- Teacher Supports reflection activities and helps learners update their employability skills profile

Special Considerations

- Get employer permission to record and reuse the session
- Select and test appropriate technology with all parties
- Decide how learners will pose questions (raise hand, chat box etc.)
- Decide who will moderate and who will provide tech support during the session
- Conduct a dry run with learners

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[8] 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.

Virtual and Hybrid Guest Speaker Activity Options

Guest Speaker Virtual Activities
Remember, virtual activities are generally simulations and provide learners with employer exposures through recordings, on-line research and classroom activities.

- Identify and select a recorded guest speaker to use as a foundation for an activity and discussion in the classroom. See the resource section below.
- Have learners search the web for recordings of guest speakers and provide a presentation to the class where they show the video and then lead a discussion about the speaker's career. What did the learn? What else would they like to know? How can they gather more information?

Guest Speaker Hybrid Activities
Hybrid options are those that combine some virtual activities with some live remote interactions with employers.

- In some cases, it may be possible to arrange for a guest speaker to return to the remote classroom for a short amount of time to answer specific questions from a new group of learners participating in a virtual Guest Speaker activity. If you have recorded the session and are able to have the speaker return, set up a convenient time, have learners view the Guest Speaker session, start a discussion and then bring the speaker in to answer questions and engage in a dialogue with the learners.
- Arrange to record the remote activity and archive for future use. Make this recording the foundation for a remote classroom activity, where learners view the presentation and then have a discussion about what they've learned and share what else they would like to know.

Tips for Conducting an Online Guest Speaker Activity

- Select and personally practice using the selected technology.
- Make sure all learners have access to appropriate technology.
- Decide how you will have learners pose questions – Verbally or by entering on their device.
- Do a test run with your learners as well as the speaker.
- Preload any slides or presentations from the speaker.
- Decide how you want to manage the session. Sometimes it takes one person to moderate the session and another to monitor the technology and address questions.
- Decide which learner reflection activities will take place and how you will support them.
- Remember, it's possible that parents or guardians will be around and might be a good resource for potential future speakers,
- Make sure you get feedback on the activity from the speaker and the learners.
- Record and post the presentation for others to view and use in their classrooms

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Resources and Links

Earn & Learn WBL Library - Collection of Guest Speaker Videos
https://earnlearn.us/work-based-learning-library

Earn & Learn Stories
Guest Speaker Blogs
https://earnlearn.us/news

Grant Associates/DOE Industry Professionals Speaker Videos
https://www.youtube.com/channel/UCKhLFrSE0KGbFqv4qqmO2vw/featured

Four Tips for Hosting Remote Guest Speakers
https://at.blogs.wm.edu/four-planning-tips-for-hosting-remote-guest-speakers/

Here's a couple of examples of an industry association website that provides Guest
Speakers on careers in the industry. Consider having your learners do some internet
research in your pathway cluster or industry to see if they can find a collection of similar
videos. Have them chare what they found with the class.

American Bankers Association
https://www.aba.com/training-events/career-workforce-development/find-your-future-
video-series

BayWork
Careers in the water and Wastewater Industries
https://baywork.org/careers/