

## Learner<sup>4</sup> Guest Speaker Checklist

When guest speakers visit the classroom, either in person or online, you get a chance to learn about their careers and workplaces. This is a great way to figure out how interested you are in what they do.

You'll have the opportunity to ask questions, practice professional behavior and become more comfortable communicating with professionals.

### Have you done all you can to prepare?

- ☐ Do some research on the company or organization that the guest speaker works for. Check out their website and learn as much as you can about the company or organization, its history, what they do and how it impacts your community.
- ☐ Look up the speaker on LinkedIn to learn more about them. Consider what questions you have about their career journey
- ☐ Come up with some questions about the company or organization, the industry, career opportunities, and what kind of education and training is needed.
- ☐ Practice "active listening" and how you will make sure that you're getting everything out of the session that you can.
- ☐ If you are participating in an online activity, make sure you have practiced using the technology and are ready 5 Minutes before start time.

### Have you thought about what you can do to make the guest speaker presentation a big success?

- ☐ Dress appropriately. Be respectful. Make sure your phone is off, don't wear headphones, and don't interrupt.
- ☐ When it's time, ask one of your prepared questions or any others that occur to you. Pay attention to what you hear. Can you see yourself working at the speaker's company?
- ☐ Make connections between what you're hearing about and what you're learning in class.
- ☐ At the end of the presentation, ask for a business card or LinkedIn connection so you can follow up later. This may come in handy, even with employers who don't excite you now.

### When the guest speaker presentation is over, how will you keep moving your career forward?

- ☐ Reflect on the day. Talk to your classmates and teachers about the presentation and whether you're interested in pursuing a career in that industry.
- ☐ Participate in classroom activities that help you think about the value of the presentation.
- ☐ Update your career development plan and think about your next steps.
- ☐ Send a follow-up email thanking the employer for his or her time. If you're interested in working at their company or learning more about their job, say so and ask for next steps.
- ☐ Fill out any evaluation forms. Be honest. That will help make future guest speaker presentations more meaningful experiences.
- ☐ Share your experience with your peers on social media. Perhaps a blog post about the event?

### Are you Ready for Game Day?

Have you...

- Researched the guest speaker's company?
- Crafted your questions?
- Considered the best way to make a good impression on the guest speaker when you connect after the presentation?
- Thought about how you'll share your experience on social media?

### On-Line Tips

Have you...

- Arranged for internet access and tested your device?
- Practiced with the online tool you are using?
- Learned how to pose a question or raise your hand?
- Reviewed the on-line practices fact sheet?

<sup>4</sup> Learner includes K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.