

# Guest Speaker Planning Tool

FOR USE OF COMMUNITY PARTNER / PRESENTER

This is a guiding document for you, the Guest Speaker/Community Partner to use to help prepare for your classroom/school visit. The percentages stated are only intended for guidance. Please use that information at your discretion.

These do not have to be filled out, but used as guiding questions during your presentation.

We have \_\_\_\_\_ minutes for your presentation and this is set up to help frame our objectives

**Objective:** *To engage the students in an interactive presentation that will show them an aspect of your work and encourage them to reflect on their own college and career goals.*

## **Introduction: Who are you and what do you do? (20% of the presentation)**

- Introduce yourself (adding to the person who introduced you)
- Briefly explain what your company does and what you do.
- What company do you work for and what do they do in general?
- What is your job title?
- What did you want to be when you grew up? (It is helpful for students to see that a career destination is not always a straight path)
- Were there courses you took that inspired you or courses you wanted to take but never had the opportunity? Share an anecdote about this experience.
- Did you experience any hardships or barriers when you were on your career journey?
- How did you find your first job? ( Share your pathway or journey you took to get to your current career choice)
- What would you do differently if you could do it all over again?
- What skills do you use at your job AND, which of those skills do you use to collaborate with others in your organization?

## **Interactive Activity: What is Your Career About? (60% of the Presentation)**

- Prior to the workshop, develop an activity that reflects your work that students can easily do in the classroom (refer to ideas section for inspiration).
- The activity should be fun and stimulate questions from students about your job & company.
- The activity should also enable you to talk about the importance of academics.
- Relate the interactive exercise to what your roles and responsibilities are at work.

## **Activity Planning Questions**

- What kind of setting is needed for your activity? (if applicable)
- Will you need to give any instructions? If so, how much time will be needed?
- What will the students be doing?
- What role will you play?

- How does this activity relate to your roles and responsibilities at work?
- What skills do your “employees” (the students) need for this activity?
- Will you need the room set up in any particular way?
- Describe how the activity will progress over the 30 minute period? (Bullet points are fine)

### **Explaining the “Big Picture” (10% of the presentation)**

- How does your work relate to the students’ lives? (e.g. airplane components get your family to and from Disneyworld etc.)
- What are the salary averages for your field of work?
- What types of jobs are available at your company?
- What is the range of education and/or training required to pursue this field?
- If students are interested in working at your company, what are the different entry points?

### **Questions and Answers: (8% of the Presentation)**

### **Concluding Remarks (2% of the Presentation)**

- Encourage them to consider as many of the courses that can help them achieve career goals as possible.
- Encourage them to take advantage of college classes and career activities while in school.
- Thank them for listening to you and being a part of the presentation