

GUEST SPEAKER TIP SHEET

Success Factors

A tip sheet for participating guest speakers

When getting ready to be a Guest Speaker in a classroom or workshop with the Learn & Earn Program, keep the following success factors in mind.

BEFORE THE PRESENTATION

- ❑ Provide the instructor some website links about your industry, your company or organization, or your profession to help youth and young adults prepare for your presentation.
- ❑ Get information from your Learn & Earn Program representative on all logistics, including where to park and enter the building.
- ❑ Work with the instructor or program representative who will provide you with information about the youth and young adults you'll be talking to. Find out what they're currently focused on in the program so you can create an engaging and connected presentation.
- ❑ Gather together any props you think may be helpful when talking about your company or organization, or that address the concepts or topics decided on with the instructor.
- ❑ If you require a projector, video player or internet access, let the or program representative know in advance.
- ❑ If you are "visiting" the classroom or a workshop electronically, via Skype or some other form of video conferencing, arrange for a test run prior to the presentation to work out any kinks.

DURING THE PRESENTATION

- ❑ Describe a typical day at your company or organization and help youth and young adults understand as much as they can about the culture of the workplace and the nature of the world of work.
- ❑ Talk about what your company or organization does, what the range of careers are within it, and the kind of education one needs to be successful.
- ❑ Talk to youth and young adults about the range of career options in your industry. Let them know what it will take for them to be hired when they complete their education and training.

- ❑ When sharing information about your own position in the organization, you might want to describe what you really do vs. what your title implies.
- ❑ If possible, share mistakes you've made and how you have addressed problems.
- ❑ What was your experience like in school? Did you struggle at all? If so, share that story!
- ❑ Ask questions of the youth and young adults instead of just talking to them.
- ❑ Keep it fun. Make it interactive with role playing, mock projects, hands-on activities, etc..
- ❑ Explain how the academic content youth and young adults are learning is applied in the workplace, and provide real-world examples.
- ❑ Leave time during and/or after the presentation for questions.

AFTER THE PRESENTATION

- ❑ Provide feedback to the program staff to improve future Guest Speaker presentations.
- ❑ Consider how you might use photos of the presentation to promote your company's or organization's visibility in the community.

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- ❑ Consider giving youth and young adults a challenge they can work on after your presentation.
- ❑ Talk to your program representative about helping with curriculum, or hosting youth and young adults for Job Shadows, Workplace Tours, Temporary Jobs or Internships.
- ❑ Provide industry information to the instructors that you find valuable, preferably in digital form or on a website.