

Faculty Guest Speaker Tip Sheet

Note: If you're coordinating a guest speaker presentation, have a look at the Coordinator 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 and occupations of its workforce.
- ✓ Help students make the connection between the classroom 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 learning objectives. Build excitement for the day and talk to students about what they can expect to learn.
- ✓ Have students research the speaker's company and the careers it offers and prepare at least three questions for the employer.
- ✓ Send information about the class and what students 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. Ask about any presentation needs.

During the Guest Speaker Presentation ...

- ✓ Support the guest speaker in effective interactions with students.
- ✓ Encourage students 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 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 and help them make the connection between training topics and the workplace.
- ✓ Help students think about any next steps they would like to take to further their career goals.
- ✓ Have students write thank-you notes to the employer partners.
- ✓ Assess the impact and value of the guest speaker presentation with the coordinator and utilize employer, staff and student feedback to improve future guest speaker presentations.
- ✓ Document and archive information about the guest speaker presentation.

Go Deeper

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

The Classroom Connection: Preparation and Reflection

Before the Presentation ...

Set students up for success by having them ...

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

After the Presentation ...

- ✓ Spark student 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.