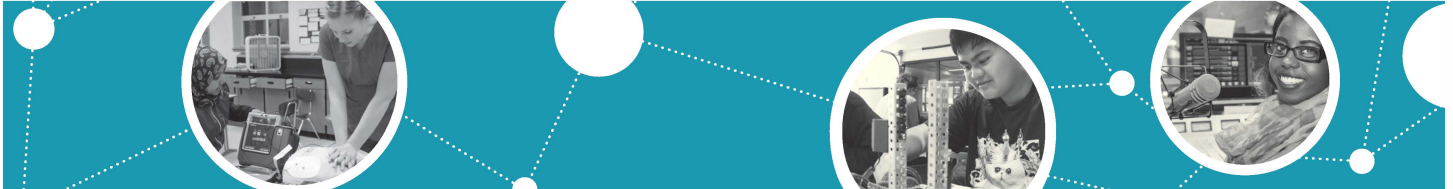




Partner Connect: *Guest Speakers*



Guest Speakers provide an opportunity for a classroom of students to hear, firsthand, about a particular occupation, the necessary preparation, required knowledge and other interesting facets from a current practitioner in the field. The visit lasts from 30-90 minutes.

During the speaking engagement a business or community person provides students with a glimpse of what their career and/or company is like. Students often have unrealistic expectations about careers and workplace requirements, so this is an opportunity to give them a glimpse of what careers are really like. Demonstrations and hand-on activities are always a real plus if applicable. The teacher should be notified in advance if audio-visual equipment is needed. Web videos are also excellent tools.

WHAT IS A GUEST SPEAKER

- *Guest speakers bring current events to life* by sharing with students their experiences, information about their business/industry, and the skills and dispositions essential to be successful.
- *The visiting professionals may lead fun activities* or demonstrations that help students connect the topics they are studying in class to relevant experiences in the guest speakers day-to-day work.
- *Students get a chance to talk to a person they might not otherwise get to meet*, and gain insights into preparation for a career in their field.



EMPLOYER PARTICIPATION

- Describe his/her occupation, education, background, and training
- Discuss parts of their job they like best/least
- Discuss future outlook for the occupational area
- Share general salary range making certain to include entry level wage information
- Discuss career paths, education, and training needed to perform jobs within the organization
- Describe a typical work day
- Answer student questions
- Complete an evaluation of the experience

STUDENT PARTICIPATION

- Complete assignments and participate in awareness studies
- Be briefed and prepared for the visit
- Be familiar with the topic of discussion
- Display polite and courteous behavior
- Ask relevant and thoughtful questions prepared in advance
- Complete an evaluation and other documentation

LIABILITY EXPOSURE

Liability exposure at the school site is limited. If you are doing demonstrations on site, be sure and take the same precautions you would if performing this activity at workplace. For example, if you are providing a cooking demonstration, make sure a fire extinguisher is at hand. If demonstrating with chemicals, it would be wise to provide safety glasses.



**CAREER
AWARENESS**





EMPLOYER BENEFITS

- Employers have the opportunity to engage students and generate interest in jobs and careers with their company and in their industry.
- Employers can help students understand the education and skills they need to secure jobs with their companies.
- Employers gain invaluable exposure and reinforce their reputation as supporters of education among community and school leaders, teachers, parents, and students.

STUDENT BENEFITS

- Students get to meet with actual professionals and gain real-world insights into jobs and careers in CTE fields.
- Students gain a fresh appreciation of how workers use the CTE skills taught in class every day.
- Students gain insight into the education requirements for different facets of the profession.

TIPS FOR GUEST SPEAKERS: MAKING IT EFFECTIVE AND EDUCATIONAL

- Communicate with the Career Coordinator/teacher in advance to get an idea of the goals for the presentation.
- Confirm date, time, place and parking arrangements with the Career Coordinator/teacher at the school.
- Gather company brochures, product sheets, and any other information you may wish to distribute to students.
- The more interactive your presentation the more engaged students will be, so provide opportunities for them to comment or prompt them for responses.
- Review the list of possible student questions.
- When planning for your presentation, be sure to leave time for a question and answer period.
- After your presentation please take a few minutes to complete our evaluation form so we know how the experience went for you.
- Follow up with the school Career Coordinator or teacher and determine what went well and what might need to be adjusted for the future.

POTENTIAL STUDENT QUESTIONS

- What does your organization produce?
- Who are your primary customers?
- What is your job title?
- What do you do specifically?
- Why did you choose this career or occupation?
- What advice do you have for someone that may wish to prepare for this occupation?
- What types of training and education did you need for this career?
- What is it like to work at your company?
- What do you like most about your job? Least?
- What are the biggest challenges you face in your job?
- What is the future outlook for careers in this area?
- What is the salary range for a position like yours?
- What is a typical entry level salary?

Learn more at www.pps.net/partnerconnect