



Employer Guest Speaker Tip Sheet

Thank you for agreeing to present as a guest speaker. As you think about how to best prepare for your presentation, keep the following success factors in mind.

Before the Presentation

- Provide the School Coordinator with a website link(s) about your company, industry, and/or professional bio to help better prepare students for the presentation.
- Build talking points that you believe will engage the students.
- Ask the school coordinator or teacher for presentation tips and to help you address any concerns you may have.
- If you have special requirements for your presentation, such as a projector or computer set-up, let the school coordinator know. If you are handing out materials, ask for an estimate of the number you'll need.
- Bring your business cards
- If you are "visiting" the classroom virtually, arrange for a test run prior to the work out of any kinks.

During the Presentation

- Introduce yourself, your company, and your job title. Let the students know what to expect from your presentation.
- Try not to read from prepared notes and if you are using insider lingo, define those industry terms and acronyms.
- If possible, use visual aids such as a product, tool or any materials from your company that will help the students understand what you do.
- Describe a typical day at your company and help students understand as much as they about the culture of the workplace and the nature of the world of work.
- Share the educational and career path you took to your current position.
- Talk about how school subjects and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
- If possible, share mistakes you have made and how you have addressed problems.
- If possible, make your presentation interactive with role playing, mock projects, hands-on activities, etc. Ask questions of the students, making it a two-way dialogue.

After the Presentation

- Provide feedback to the school coordinator to improve future guest speaker presentations. Complete the provided survey.
- Consider how you might use this presentation to promote your company's visibility in the community.

Go Deeper

- Talk to the school coordinator about other opportunities within the district, helping with curriculum, or hosting students for Job Shadows, Jobs Internships, or Apprenticeships