



## Teacher Guest Speaker Tip Sheet

Note: If you are coordinating a guest speaker presentation, have a look at the School 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 school and the workplace.

### 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 to the School Coordinator that would be relevant to help connect the speaker opportunity directly to the pathway and curriculum.

### During the Guest Speaker Presentation

- Support the guest speaker in effective interactions with students. Ensure students are behaving and on task.
- 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 completed reflections and track individual artifacts

### After the Guest Speaker Presentation

- Thank the guest speaker, and if possible, involve the students in this communication (for example. writing thank you notes).
- Provide individual and group reflection activities for students and help them

make the connection between training topics and the workplace.

- ☐ Assess the impact and value of the guest speaker presentation with the specialist and utilize employer, staff, and student feedback to improve future guest speaker presentations.

### **Go Deeper**

- ☐ Make the guest speaker presentation part of a project and have students prepare and deliver a presentation to others at your school about the company that visited if the opportunity exists.