**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

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