**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.

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