

guest speaker

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 information from a current practitioner in that field. A visit can last anywhere from 30-90 minutes

DURING THE SPEAKING ENGAGEMENT

A business person provides students with a glimpse of their career and/or company. Students often have unrealistic expectations about careers and workplace requirements and need the insight that a business person can provide. Demonstrations and hands-on activities are always a real plus if applicable. Company video tapes are also excellent tools to use. The teacher should be notified in advance if audio-visual equipment is needed.

THE TEACHER WILL...

- Stay with the students in class and listen to the presentation.
- Maintain discipline in the classroom.

THE STUDENT WILL...

- Complete assignments and participate in career exploration activities.
- 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 of the experience.

THE GUEST SPEAKER WILL...

- Describe a typical work day.
- Describe their occupation, education, background, and training.
- Discuss parts of their job they like best/least.
- Discuss future outlook for occupational area.
- Share general salary range making certain to include entry-level wage information.
- Discuss financial benefits other than salary.

Mynderse Academy Guidance Office

Kimberly Stevers, School-to-Career Services Coordinator

105 Troy St., Seneca Falls, NY 13148 ~ 315-568-5500, ext. 2155- kstevens@senecafallscsd.org

- Discuss education and training needed to perform jobs within their organization and the possible career paths available.
- Clarify misconceptions about the field.
- Answer student questions.

HELPFUL HINTS

- Confirm date, time, location, parking, how many students will be involved with the contact at the school.
- Gather company brochures, product sheets and any other information you may wish to distribute to students.
- When planning your presentation, be sure to leave time for a question and answer period.
- Review the list of possible student questions.
- It is best to actively involve the students in hands-on activities including demonstrations,
- Problem-solving, brainstorming, videos, and questions.
- Explain to speakers the limited knowledge students may have about their occupation and provide them with a possible list of questions they may be asked.

POSSIBLE QUESTIONS

- What does your organization produce?
- Who are your primary customers? Competitors?
- 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 who may wish to prepare for this occupation?
- What types of training and education did you need?
- What is it like to work at your company?
- What do you like most about your job? Least?
- Do you expect to be doing this kind of work in five years?
- What are the biggest challenges you face in your job?
- What is the future outlook for careers in this area?
- What changes are occurring?

