

Tips for Hosting Club Members as Featured Speakers

Before your Event:

- Send thought questions to your speaker about a week before your event.
- Ask your speaker to identify any questions that especially pique their interest so that you can be sure to start with those.
- If possible, provide a list of the alums who have RSVPed so that your speaker has an idea of who their audience will be.

During your Event:

- Before getting into the questions below, have the alum give the audience some background about themselves beginning with their time at Wellesley.
- Although the questions below are focused on professional advice and experiences, be prepared for conversation to lead to discussions about personal life (if the alum is willing to share advice from relevant personal aspects of their life.)

Sample Thought Questions for Speaker:

- What qualities about yourself do you feel have served you well both in your role as ____ (part of the leadership of a company/a member of non-profit boards/etc?)
- What are some lessons you've learned as a professional that have served you well?
- What do you wish you would've known at the start of your career that you know now?
- What is a behavior or trait that you've seen derail a colleague with great potential?
- What are a few resources you would recommend to someone looking to gain insight into becoming a better leader?
- What are some things you do to grow and develop professionally or personally?
- What advice would you give someone who is looking to make a move or is in between jobs?
- What advice would you give younger alumnae about:
 - Making a name for themselves within their professional organization
 - Balancing work and personal life