

Work-Based Learning Toolkit

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 factors in mind.

Before the Presentation

- Provide teacher with website link(s) about your company, industry, and profession to help students prepare for your presentation.
- Build talking points that will engage the students. Find out what they're currently focused on in the classroom so you can link the presentation to the curriculum. A discussion can take place before the start of the presentation to assist with those connections, if needed.
- Ask the facilitator or teacher for presentation tips and to help you address any concerns you may have.
- Review where to park and enter the school. If you have special requirements for the presentation, such as a projector or computer set-up, let the facilitator/teacher know. If you're handing out materials, ask for an estimate of the number you'll need.
- Bring your business cards; the students may ask for them.
- If you're "visiting" the classroom electronically via Zoom/Microsoft teams or some other technology; (if needed) arrange a test run prior to the presentation to work out any kinks.

During the Presentation

- Introduce yourself, your company and job title. Let the students know what to expect from your presentation.
- Be mindful when reading from prepared notes and if you're using insider lingo, define those industry terms and acronyms.
- When possible, use visual aids, such as a product, tool or any materials from your company that will help the students understand what to do.
- Describe a typical day at your company and help students understand as much as they can 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 (such as math and language arts) and good habits (such as punctuality and consistent attendance) are important skills in the workplace.
- If possible, share mistakes you've made and how you have addressed problems.
- If possible, make your presentation interactive with role playing, mock/client-connected projects, hands-on activities, etc. Ask questions of the students, making it a two-way dialogue.

After the Presentation

- Provide feedback to the facilitator/teacher to help us improve future guest speaker presentations.
- Consider how you might use this presentation to promote your company's visibility in the community.

Go Deeper

- Talk to the high school facilitator about helping with curriculum, client-connected projects, or hosting students for Job Shadows, Jobs, or Internships.

Suggested Talking Points:

- Describe your career journey.
- Talk about obstacles you overcame.
- Discuss need for perseverance, hard work and getting along well with others (NKC Schools Portrait of a Graduate)
- Manage expectations about the world of work.

Tips to Share:

- Avoid job hopping.
- Build your network (talk about how to do that).
- Be a continuous learner and stay alert of industry changes.

