Student Guest Speaker Checklist

When guest speakers step into the classroom, whether in person or virtually, an invaluable opportunity unfolds to delve into their careers and work environments. This serves as an excellent avenue for gauging your interest and curiosity in their respective fields. The interactive nature of such sessions allows you to pose queries, fostering the development of your professional acumen while cultivating a sense of ease in communicating with seasoned professionals. It's a platform where learning goes beyond textbooks, enabling you to explore real-world applications and gather insights that could shape your own career aspirations.

Have you done all you can to prepare?

Thorough Company Research: Prior to the presentation, delve into the company or organization represented by the guest speaker. Explore their website to gain insights into their history, operations, and community impact.

Strategize Thoughtful Questions: Craft a set of well-informed questions that cover various aspects, including details about the company, the broader industry landscape, potential career pathways, and the educational and training requisites.

Master Active Listening: Practice the art of active listening to ensure you absorb the most from the session. Prepare techniques to fully engage with the speaker's insights, making the most of this opportunity.

Online Participation Readiness: If you're engaging in an online activity, ensure you're adept at using the technology platform. Be ready to join the session five minutes prior to the scheduled start time, demonstrating your preparedness and punctuality.

Are you Ready for Speaker Day?

- **Conducted Company Research:** Have you delved into the background and details of the guest speaker's company, gaining a comprehensive understanding of their industry?
- **Formulated Thoughtful Questions:** Have you carefully crafted insightful questions that showcase your engagement and eagerness to learn from their expertise?
- **Plan for a Positive Interaction:** Have you contemplated how to leave a lasting and positive impression on the guest speaker when you connect with them after the presentation?
- **Social Media Sharing Strategy**: Have you considered how you'll effectively share your enlightening experience on social media platforms, ensuring your reflections and takeaways resonate with your audience?

Have you thought about what you can do to make the guest speaker presentation a big success?

Appropriate Attire: Dress in a manner that reflects respect and professionalism.

Cultivate Respect: Show respect for the speaker and their insights by being attentive and courteous.

Minimize Distractions: Ensure your phone is off and refrain from wearing headphones, enabling your full focus on the presentation. Avoid interrupting the speaker.

Strategic Questioning: When the time comes, confidently ask one of your prepared questions or any spontaneous queries that arise. Listen intently to the responses, contemplating whether you can envision yourself as part of the speaker's company.

Bridge Classroom and Presentation: Draw parallels between the speaker's discourse and your ongoing classroom learning, demonstrating your ability to connect theoretical knowledge with real-world applications.

Resources were collected, developed, and provided by: ConnectED: The National Center for College and Career; New York City Department of Education; and College and Career teams in North Kansas City School District.

Future Connections: If possible, towards the presentation's conclusion, request a business card or seek a LinkedIn connection from the speaker. This step has the potential to be advantageous in the future, even if the current company may not seem immediately appealing.

When the guest speaker presentation is over, how will you keep moving your career forward?

Engage in Conversations: Initiate discussions with your classmates and teachers to share your thoughts on the presentation and whether it has ignited your interest in pursuing a career within the showcased industry.

Active Participation in Classroom Activities: Participate in classroom activities designed to deepen your understanding of the presentation's value and relevance.

Profile Enhancement and Next Steps: Update your Employability Skills Profile, aligning your newfound insights with your evolving career plans. Ponder your next steps to propel your career aspirations forward.

Virtual Tips

Have you…

- Arranged for internet access and tested your device?
- Practiced with the online tool you are using?
- Learned how to pose a question or raise your hand?
- Reviewed the on-line practices fact sheet?

Gratitude and Future Intentions: Send a thoughtful follow-up email to express gratitude to the guest speaker for their time. If their company intrigues you or you wish to learn more, convey your interest and inquire about potential next steps.

Provide Honest Feedback: Complete any evaluation forms, offering candid feedback. Your honesty contributes to refining future guest speaker presentations, ensuring their meaningful impact.

Amplify Sharing on Social Media: Share your experience with peers on social media platforms. You might even consider crafting a blog post to provide a detailed account of the event and your takeaways.

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