

Guest Speaker



What can I expect from a Guest Speaker?

Guest Speakers are industry partners who present at school sites in classrooms with a group of students. Guest Speakers address direct questions from students about college and career opportunities, employee expectations, and provide examples of the kinds of skills and abilities needed in the industry. Guest Speakers usually present for 15-20 minutes with 15-20 minutes for questions & answers and may be able to repeat their presentation for additional groups.

Before the experience

Guest Speaker Preparation

Complete the timeline on the next page to ensure a smooth experience. Connect with your guest speaker via email to ensure they have all of the logistics covered and find out if they have any questions. You can also let them know what you are currently teaching, or what essential skill they might focus on so they might address any tie ins.

Student Preparation

Let students know that a guest speaker will be coming, and then provide ways for them to explore the industry they will hear about. When students do a bit of research ahead of time, they are more apt to be engaged and ask meaningful questions. Take some time to talk about professionalism, and ask students to consider what kind of behavior would be expected of them in the workplace.

On the Day of the Visit

Guest Speaker Assistance

Make yourself available ahead of time to assist your speaker with any set up for their presentation. Introduce them and be ready to pass out any handouts or take care of any issues that come up.

Student Management

Remember – you are still the teacher and should maintain control of the classroom at all times. One of the best ways to show students how to behave is by modeling what you'd like them to do. Leaving the room, grading papers in the back, using your phone or computer can leave your speaker in a difficult situation.

Follow Up

Thank the company

Email your Guest Speaker thanking them for the experience. If possible have students sign a card or poster reflecting on the experience. Testimonials and student reflection go a long way towards encouraging your guest speaker to make themselves available for future WBL opportunities.

Reflect with students

What did your students learn? How does this help them make choices for their future career path? Did they find some real world use for what they are learning in the classroom?



Guest Speaker

College & Career
Awareness

College & Career
Exploration

College & Career
Preparation



Preliminary

Requesting WBL

- Determine your WBL Goals for the year
- Select an essential skill you plan to focus on for your guest speaker
- Fill out the WBL experience request form in the ePortal or with the CTE Director from your district

Weeks 1 - 3

An Industry Match is Made & Logistical Considerations

- Identify your logistics and day of event point of contact and exchange contact information as needed
- Secure Date & Location
- Agree on number of students, time and length of presentation
- Check campus calendar to ensure no conflicts or competing events exist on proposed dates
- Secure administrative approval & approval from the CTE director if applicable.
- Add to your school's master calendar
- Make a final confirmation once approvals are in place**
- Communicate if there is a specific essential skill or academic connection to emphasize
- Discuss any technology needs and find out how to check out or borrow anything you don't already have in your classroom.

Weeks 3-4

Classroom Preparation

- Introduce the Essential skill you have chosen as your focus and integrate into classroom activities
- Have students research the job sector, industry and company and come up with any questions or areas of interest they may have.
- Consider having students look over resumes of people in similar positions to your guest speaker to get a better feel for the education and skill requirements of the industry
- Introduce workplace readiness through discussions on professionalism & workplace etiquette
- Conduct a pre-experience survey

Week 4

Less than a Week Before the Event

- Make arrangements for lunch, water or snack as needed if your guest speaker will be on campus for multiple hours
- Provide your guest speaker with a room number, campus map & check in instructions as well as parking guidelines and traffic tips to avoid the drop-off/pick-up rush
- Notify the front desk that you are expecting a guest speaker
- Double check any technology needs and ensure you are prepared
- Find out if your guest speaker has any handouts you might be able to copy for your students
- Exchange last minute contact info in case things change at the last minute

During the Event

- Present your guest speaker to your students
- Remind them of professional expectations and to put away phones
- Stay in the room and keep your students accountable

Week 5

Follow-up & Reflection

- Have students write testimonials or thank you cards within a week of the experience
- Conduct a post-experience survey
- Reflect with students on how this experience changed their ideas about careers
- Continue to infuse essential skills & contextualized curriculum into your course throughout the year