

# GUEST SPEAKER

**GUEST SPEAKERS** provide an opportunity for a classroom of students to hear firsthand about a particular occupation, the necessary preparation and required knowledge the occupation requires, and other interesting information from a current practitioner in that field. The visit typically lasts from 20-60 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 an added benefit 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 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 and other documentation.

## THE TEACHER WILL...

- Remain** in class and listen to the presentation.
- Maintain** discipline in the classroom.

**Liability Exposure:** Liability exposure at the school depends on the type of activity you are doing at the school. If you are just speaking, your liability risks are low. However, if your demonstrations involve any elements that could potentially injure someone or cause damage to the school, you will be required to take the necessary safety precautions and provide the District with proof of liability insurance.

## HELPFUL HINTS

- ▶ Confirm date, time, location, parking, how many students will be involved and meal arrangements (if appropriate) 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, 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.

*Ready to Learn Ready to Work is a partnership with Salem-Keizer Public Schools, Salem Area and Keizer Chambers of Commerce and E3. v2009*

## THE EMPLOYER 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 their occupational area.
- Share** a general salary range, making certain to include entry-level wage information.
- Discuss** benefits other than salary.
- Discuss** education and training needed to perform jobs within their organization and the possible career paths available.
- Answer** student questions.

## POSSIBLE QUESTIONS

*Students will have limited knowledge about the occupation and will have questions in order to fully understand the requirements of the position. Here is a list of possible questions that may be asked.*

- ▶ 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?

