



## **Tools For a Classroom Presentation**

Our business partners value the opportunity to share their experience and expertise with students, whether it's through a career exploration talk, site tour, soft skills training, resume writing, mock interviews or mentoring. What they can share with students directly relates to CRLS/Essential Skill.

When communicating with a presenter prior to a class, suggest that s/he refer to these skill sets as s/he relates to his education and training, career and industry. By weaving the importance of these skill sets with valid, real-world expectations, we can support our youth with a better understanding of how both hard and soft skills are vital to success and their application in the 'real world'.

These conversations with youth provide them true examples of how what they are learning in math, science, language arts can be applied to a real job:

- ✓ how technology is used to research, manage, innovate and communicate
- ✓ listening and speaking skills that are appropriate for the workplace
- ✓ writing clearly and accurately and appropriately for audience
- ✓ personal management and teamwork as it relates to the workplace
- ✓ work ethic
- ✓ taking initiative, problem solving
- ✓ math application in the workplace
- ✓ community service and civic engagement

For more tools to support guest speakers, mock interviews and request activities:  
[www.workandlearnnow.com](http://www.workandlearnnow.com)

### **Suggested Activity Timeline**

**Seven days prior to classroom activity (presentation/mock interviews/etc.):**

1. Teacher makes contact with business partner and provides via email:
  - a. direction to school, parking, check in (career specialists will get to RTL-RTW)
  - b. meet/greet info-who will be escorting them to classroom
  - c. confirm topics to cover and relevant information
  - d. share any special needs of students or technology needs of guest
  - e. thank them in advance for their time
  - f. are there tech needs-how much set up time needed?

**Class session prior to activity:**

- a. prepare students
- b. create relevance activity
- c. designate meet/greet person(s)
- d. generate questions for presenter
- e. If having a substitute, provide instructions on guest
  - a. Career Specialist will support a sub with a guest by pulling protocols (teacher expectations) from RTL-RTW website.  
[www.workandlearnnow.com](http://www.workandlearnnow.com)
  - b. Career Specialist will help substitute facilitate activity

**Presentation/Activity Day:**

- a. make introduction, thank in advance
- b. stay in room, be engaged in activity
- c. monitor students
- d. model attentive behaviors
- e. model good questions if students appear reluctant
- f. be timekeeper/facilitator
- g. help business partner stay focused on why they are there
- h. have back up plan if volunteer unexpectedly cannot attend

**Meet and Greet Protocol**

1. share with students the following:
  - a. appropriate dress
  - b. representing class, school, district
  - c. be to meeting site early
  - d. introduce self, shake hands, make eye contact
  - e. thank person(s) for being here
  - f. help with sign-in process
  - g. escort to class, be prepared for chit chat
  - h. introduce business partner(s) to teacher, can ask for business card which can be given to teacher
  - i. have a back-up student just in case

**Introducing Business Partner**

- a. be enthusiastic
- b. introduce with key points, not too much detail (may take part of presentation)
- c. ask for business card
- d. pronounce name/business correct

### **Attentive Behaviors modeled and practiced**

- a. listen, refrain from interrupting
- b. make eye contact
- c. body language (awake, alert, focused)
- d. good posture
- e. cell phones, I-Pods put away
- f. be prepared to ask appropriate questions  
Appropriate: what is a typical salary range?  
Inappropriate: how much do you make?

Appropriate: how do politics affect your job?

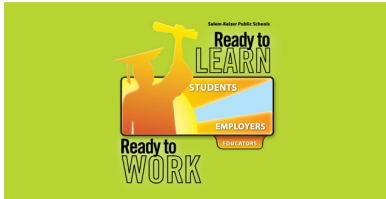
Inappropriate: are you a democrat?

### **Following activity**

- a. 'Thank you' to business partner-both verbal & written (email ok)
- b. Complete student & teacher evaluations (form available online)
  - a. Student evaluations can be used for CRLS documentation

We appreciate your feedback and suggestions.

[kathy@salemchamber.org](mailto:kathy@salemchamber.org) or [sue@salemchamber.org](mailto:sue@salemchamber.org)



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[workforce@salemchamber.org](mailto:workforce@salemchamber.org) [www.workandlearnnow.com](http://www.workandlearnnow.com)