



TOOLS

Teacher Checklist for Guest Speaker Visits

Use this checklist as a quick reference to ensure you have completed all the steps needed to have a successful tour.

Before the Guest Speaker Visit

- Update the **Guest Speaker Participation Form** and encourage the WBL coordinator to reach out to other industries.
- Meet with the speaker to discuss the content of the presentation including tips for making it interesting and informative for the different grade levels.
- Give the speaker the **Speaker Checklist and Expectation** sheet.
- Select appropriate businesses for speakers based on students' ICAPs and your course curriculum.
- Confirm contacts and speaker information.
- Prepare students to maximize their learning by researching industry and developing questions to ask the speaker.

During the Guest Speaker Visit

- Ensure that students have their note sheets and prepared questions.
- Help the speaker with handouts or teaching aids.
- Help the students to ask their questions orderly and without confusion.

After the Guest Speaker Visit

- Provide individual and group reflection exercises.
- Help students make the connection between academics and the workplace.
- Have students write thank-you notes to the speaker.
- Support students in determining the next step in learning about careers and their ICAP WBL.
- This experience along with the documentation could be used to document ICAP Work-Based Learning activities. Make sure to forward documentation to the ICAP coordinator.