



# TOOLS

## Industry 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 Arriving to Speak***

- Reach out to the WBL coordinator to inform him or her of the types of speakers available.
- Register on Connect 2 Business to promote guest speakers and all work-based learning opportunities at your workplace. <https://okcg-c2b.kuder.com/>
- Reach out to other industries to encourage them to participate with WBL speakers.
- Work with the WBL coordinator to select the type of speaker and possible dates.
- Go through the **Speaker Checklist/Expectations** with the WBL coordinator.
- Reach out to employees who will be speaking to ensure their calendars are open.
- Make sure the speakers are aware of the age or range of ages they will be addressing.

### ***During the Presentation***

- Provide age appropriate information for the students.
- Allow time for questions.
- Based on the age of students bring or hand out the appropriate materials or teaching aids.

### ***After the Presentation***

- Complete and return the **Guest Speaker Evaluation**.