

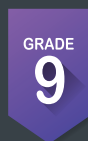
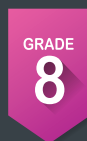
# Career and Academic Connections

A Division of  OKLAHOMA  
CareerTech

## GUIDE FOR Guest Speakers

# WORK-BASED LEARNING TOOLKIT

*This Guide is  
Recommended  
for Grades:*





# TABLE OF CONTENTS

## **Developing Guest Speakers**

Overview for Developing Guest Speakers .....	3
Industry Checklist for Guest Speaker Visits.....	4
Student Checklist for Guest Speaker Visits.....	5
Teacher Checklist for Guest Speaker Visits .....	6
Before the Guest Speaker.....	7-8
During the Guest Speaker.....	9
After the Guest Speaker.....	9
Tools.....	10-17



# OVERVIEW

## for Developing Guest Speakers

### **What Are Guest Speaker Visits?**

Guest speaker visits are typically early career awareness activities, in which industry experts are given opportunities to share their perspectives on what the world of business is like and their passion for what they do, to make connections with duties and daily activities of the job and to offer their well-earned words of advice. Guest speakers involve less student preparation and easier employer recruitment than some other forms of work-based learning. They are also well-suited to be younger students' first introduction to WBL and to build awareness in many students at one time. Guest speakers can enhance the relevance of classroom learning and broaden student awareness of potential careers and the education and training required to enter them.

Recruiting employers to be guest speakers can be a first step toward lasting partnerships, often resulting in employer participation in additional speaking engagements or other WBL activities. Guest speakers may also be invited from colleges to help build awareness of the kinds of programs they offer, application requirements, costs and financial aid and what it is like to be a college student.

### **Which Students Attend Presentations by Guest Speakers?**

Guest speakers are suitable for all grade levels because the content of presentations can be tailored to the students. For students in the middle grades and early high school, guest speakers are typically asked to talk broadly about their industries, organizations and careers. In the later years of high school, guest speakers can provide more in-depth information about specific careers and the education and training required for them as well as how classroom learning can be applied to real world careers. Often, a presentation can be replicated with different classes or modified for use in other grade levels.

Successful guest speaker activities require collaboration, communication and preparation by several stakeholders. The process involves preparing students to be ready to learn and participate in the activity; helping teachers work with students to get the most from the experience; and preparing the speakers to be able to communicate effectively with students, anticipate the questions they are likely to be asked and learn about the next generation of potential employees.



# 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 guest speaker visit.

### ***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**.



# STUDENT 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 guest speaker visit.

### ***Before the Guest Speaker Visit***

- Research the company or organization the speaker is representing.
- Assess how a guest speaker can support your ICAP goals.
- Find out how to act appropriately during the presentation.
- Develop with teacher, questions about the work, career opportunities and connections to academics at this workplace.

### ***During the Guest Speaker Visit***

- Pay close attention to the presenter and take notes to document experience.
- Listen to see if the speaker has answered any of the questions you developed beforehand.
- If the speaker answers one of your questions but you want more details write that question down to ask when appropriate.
- Listen carefully as other students are asking question so as not to repeat questions.
- Prepare to maximize your learning by listening and learning from speaker.

### ***After the Guest Speaker Visit***

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you think about the value of the workplace presenter.
- Write thank-you notes to guest speaker. Electronic methods are acceptable.
- Discuss the next step in learning about careers and your ICAP work-based learning.
- Complete an **Guest Speaker Evaluation**.



# 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.
- Use speaker and student feedback to make continuous improvement.
- 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.



# BEFORE

## the Guest Speaker

### Early in the school year

- Reach out to school administrators and teachers to enlist their participation in scheduling a series of guest speakers (or a single visit).
- Working with teachers and counselors, collect information on students' career interests and teachers' ideas on careers that relate most closely to the curricula.
- Map out potential guest speaker topics and a tentative schedule. Identify presentation topics by week or month during the year. Be sure to include as wide a range of employer types as possible. Specifying the date and time of the presentation (e.g., third period, 9:30 a.m. to 10:30 a.m.) can assist when recruiting speakers, although it is best to offer a few scheduling options for each potential speaker.
- Find out school policies and procedures for visitors.

### Three months before the guest speaker visit

Note: These steps can be completed early in the school year for the full calendar of speaker appearances or on a rolling basis for speaker slots in the coming months.

- Review the employer outreach information in the introduction to this manual.
- Using the WBL database and other resources, identify employers or occupations in the local area that align with student interests and school curricula. In rural areas with few employers, matching student interests with speaker candidates may be especially challenging.
- Begin outreach to targeted employers based on the presentation topics. Sample communications for employer recruitment can be found in the resources section. Be as specific as possible about what is requested and what is expected of guest speakers. Make it as easy as possible for the employer to say yes.

- Follow up on introductory invitations with phone calls as needed. Use the WBL database to identify past guest speakers or other employers who may reinforce the invitation with a peer-to-peer communication such as the one provided in the resources section.
- As responses come in, confirm the dates and topics and communicate the confirmations to the schools and the speakers.
- Continue speaker recruitment as needed until all the targeted slots are filled.

### One month before the guest speaker visit

- Reconfirm the speaker engagement, especially if the initial scheduling was done earlier in the school year.
- Start preparing the speaker.
  - Schedule a 15- to 20-minute phone call or in-person meeting to discuss arrangements for the presentation. See the resources section for a useful checklist to use for employer preparation.
  - Familiarize the speaker with his/her audience and its level of knowledge: number of students, grade and class, students' career interests, curricula that pertain to speaker's industry/occupation, etc.
  - Discuss how to target a presentation to a student audience, with particular attention to the kinds of questions students will ask. (Example: Students will usually ask what the speaker earns; knowing that in advance enables the speaker to decide how to answer.)
  - Suggest ways the presentation can be made lively and interesting through use of technology or visual aids. Use examples from previous well-received guest speakers.
  - Ask the speaker for a bio and get permission to share it with the students.



## BEFORE *(continued)* the Guest Speaker

- o Ask the speaker to send the presentation in advance if possible, so that you can help him or her do any fine-tuning that may be needed to engage the student audience.
- o Advise the speaker of any school-required visitor or security procedures.
- o Ask the speaker to specify any needs for audiovisual or other equipment and make sure the school can accommodate the request.
- o Obtain permission to photograph or record the speaker, if desired.
- **(Teachers/Counselors)** Introduce students to the following:
  - o Strategies for listening, taking notes and asking questions.
  - o The speaker's industry/employer/occupation.
  - o Other curricular materials that may be relevant to the speaker's occupation.

### **One week before the guest speaker visit**

- Reconfirm the date, time and location with the guest speaker by phone or email. Offer to answer questions. Provide directions to the school and parking information along with an emergency contact in case the speaker is delayed or lost. Include instructions for entering the school and reporting to the main office. Offer to print any handouts the speaker may wish to use.
- Reconfirm the school site arrangements: time, date, place, equipment needs, etc. Arrange for a student to greet the speaker in the main office and escort him or her to the classroom.
- **(Teachers/Counselors)** Complete students' preparation by reviewing information about the speaker and his or her employer and distributing his or her bio. Review listening and note-taking tips.

### **One day before the guest speaker visit**

- Touch base with guest speaker and school site coordinator to address any last-minute questions.
- **(Teachers/Counselors)** Remind students about the speaker and his or her organization and about proper behavior during the presentation. Introduce the information collection form, a sample of which is in the resources section.





## DURING the Guest Speaker

### Day of the guest speaker visit

- Set up equipment for presentation, if needed.
- Distribute student information collection sheets.



## AFTER the Guest Speaker

### One day to one week after the guest speaker visit

- Send thank-you email to speaker with the speaker evaluation form and request that it be completed and returned.
- Distribute, collect and review student evaluations.
- Review speaker's evaluation form and follow up on any issues raised. Make note in the WBL database of favorable speaker evaluations and follow up with employers who indicated their willingness to participate in future WBL activities.
- Share a summary or samples of student reflections with the speaker to illustrate his/her impact on students' thinking about careers.
- **(Teachers/Counselors)** Conduct reflection activities in class and compile written reflections for dissemination to all participating students (and their teachers).
  - Include discussions about the guest speaker's presentation as well as a guided written reflection on the experience.
  - Consider using the same form of reflection for each guest speaker throughout the year.
- **(Teachers/Counselors)** Have students write thank-you notes to the speaker. Each student's note should describe how the presentation was valuable and what he/she learned. The teacher should review the notes before they are sent. If the speaker's audience was more than one class, send a representative sample of the thank-you notes so as not to inundate the speaker.
- Thank-you letters from students let your workplace partners know that you value their participation in the learning process. Classroom reflection activities work well as a lead-in to writing thank-you notes to the workplace host. Corresponding with workplace partners provides important literacy practice for students and promotes workplace partner participation in the future.



# TABLE OF CONTENTS

## Tools

### **Guest Speakers Coordinator**

Teacher Checklist for Guest Speaker Visits..... 11

Sample Email to Employers from Guest Speaker Coordinator .....12

Sample Email for Employers to Forward to Others .....13

Guest Speaker Participation Form.....14

### **Employer/Speaker**

Industry Checklist for Guest Speaker Visits..... 15

Speaker Checklist/Expectations.....16

Guest Speaker Evaluation Form .....17

### **Student**

Student Checklist for Guest Speaker Visits..... 18

Guest Speaker Student Notes and Observations Forms ..... 19

Student Evaluation of Guest Speaker .....20

### **Personalization of Tools Instructions**

The tools are designed so that your school or organization can insert your logo and contact information into the header and footer. The tools themselves are fillable forms that are separate documents that can be uploaded to other sources to be filled out by students and workplace partners.



# 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.



# TOOLS

## Email to Employers from Guest Speaker Coordinator – *SAMPLE*

Good Morning,

My name is John Doe, and I work for the XYZ Public Schools (**or name of specific school**). Students from (**list name of school**) are seeking guest speakers to address their class about your organization and the potential careers it offers.

Guest speakers are part of a larger continuum of work-based learning opportunities designed to help students gain experience and insight into real-world careers. These activities help students set education and career goals and learn what it takes to prepare for careers.

Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may make a real difference in the students' futures. I hope to schedule your visit for (**date**) at (**time**), but we could identify other options if necessary. Your audience will be about ## #th grade (subject) students. I have attached a participation form for you to complete and return to accept this invitation. Please contact me at (**list phone number**) or (**list email**) if you have questions.

If you are unable to be a guest speaker, but would like to learn more about other opportunities to work with students by hosting job shadows, workplace tours or internships, please contact me at your earliest convenience.

Thank you,

John Doe, Title  
XYZ Public Schools (**or name of specific school**)  
Contact information



# TOOLS

Email for Employers to Forward to Others – *SAMPLE*

Good Morning,

My name is Jane Doe, and I lead the marketing and communications department for **(Blue Star Telephone Company)**. **(Blue Star)** has been working with students from **(XYZ district or school)** for **(how long?)** and would like to encourage you to provide guest speakers for local schools. We've found it's a rewarding experience for our employees as well as a good form of early recruitment for **(Blue Star)**.

The XYZ school district **(or school name)** is seeking guest speakers. Addressing a class will help broaden student awareness of potential careers in your industry. Typically lasting for an hour or one class period, a guest speaker presentation is a small investment of your time that may well influence students' future choices. For more information, please see the attached participation form or contact **(WBL coordinator name, email and phone)**. **(WBL coordinator name)** will be happy to work with you to plan a presentation that will be convenient for you and of great benefit to students.

If you have questions, please feel free to contact **(Guest Speaker coordinator name)** or me at any time.

Thank you,

Jane Doe, Title  
Organization  
Contact information



# TOOLS

## Guest Speaker Participation Form

*(Guest Speaker coordinator to fill in own name and contact information)*

XYZ High School has a **#th** grade **(subject)** class that would like you to speak about your organization and potential careers. Guest speakers add relevance to classroom learning and are an important part of a multi-year program that enables students to learn about career opportunities and the education required to pursue them.

Presentation details:

- **(Date)**, from **X:XX** a.m. to **X:XX** a.m. **(Other schedule options may be available.)**
- **#th** grade **(subject)** class of **##** students
- Topic of interest:

Please complete the following information and return it to **(Guest Speaker coordinator name)** by **(response date)**. Please contact **(him or her)** if you have any questions. **(He or she)** will confirm your participation and send you more information to help you prepare.

<i>Company/organization:</i>	
<i>Industry/business type:</i>	
<i>Address:</i>	
<i>Main contact name:</i>	<i>Title:</i>
<i>Phone: (        )</i>	<i>Email:</i>
<i>Speaker name and contact information (if different from main contact):</i>	
<i>Please specify any audiovisual or other equipment needs:</i>	
<i>Signature:</i>	
<i>Guest Speaker coordinator name, phone and email:</i>	

Your support of work-based learning opportunities is a valuable complement to classroom learning and truly helps shape the lives of our students. Thank you!



# 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**.

# TOOLS

## Speaker Checklist/Expectations

(Top part to be completed by the Guest Speaker coordinator.)

To help you prepare, we have created the following checklist of what is usually expected from guest speakers. Please contact me with any questions. Thank you for agreeing to be a guest speaker at **(school name)**.

<i>Speaker name and title:</i>	<i>Organization:</i>
<i>Date of guest speaker presentation:</i>	<i>Arrival time:</i>
<i>Location and room number:</i>	<i>Length of presentation:</i>
<i>Where to park:</i>	
<i>Procedures for School:</i>	
<i>Audiovisual or other equipment to be provided at the school:</i>	
<i>Guest Speaker coordinator name, phone and email:</i>	
<i>School contact name, phone and email:</i>	

<b>Expectations:</b>	<b>Check:</b>
<ol style="list-style-type: none"> <li>1. Speak or meet with the Guest Speaker to discuss the content of your presentation, including tips for making it interesting and informative for #th grade students. This typically takes 15-20 minutes.</li> <li>2. Your presentation should include a personal introduction and a description of your personal career path as well as information about the industry you work in, the organization you work for and the education and training required to prepare for careers in your field. Based on your conversation with the coordinator, you may be able to make direct connections between classroom curricula and how they are applied in your work. You should plan to speak for about <b>(## minutes)</b> and allow <b>(## minutes)</b> for students to ask questions.</li> <li>3. If possible, please share your presentation materials with the Guest Speaker coordinator, so that he/she can make sure the students are prepared ahead of time. If you have handouts to be copied, please provide those ahead of time as well.</li> <li>4. Please provide a biographical summary so that you can be introduced properly.</li> <li>5. The teacher or another school staff member will remain in the classroom during the presentation to assist with classroom management, if needed.</li> <li>6. Students will be prepared with information about you and questions to ask.</li> <li>7. It will be very helpful if you would complete the enclosed evaluation of your experience as a guest speaker within a few days after your presentation and return it to the WBL coordinator.</li> </ol> <p>Thank you very much for agreeing to serve as a guest speaker. Please contact the Guest Speaker coordinator at any time with questions or concerns. It is part of his/her job to make sure everything goes smoothly.</p>	



# TOOLS

## Guest Speaker Evaluation Form

(Guest Speaker coordinator to fill in own name and contact information)

Thank you for taking the time to speak to **(name of class and school)** on **(date)**. Your participation helps students make better informed decisions regarding their future careers. Your feedback is valuable to ensuring high quality experiences for future speakers and our students. Please take a few minutes to complete this form and return it to **(whom and where)** at your earliest convenience.

Your name:	Phone number:
Title:	Email:
Organization:	Industry:
Guest Speaker coordinator name and contact information:	

Please evaluate the guest speaker event in each of the following areas.

Logistics				
Communication about the presentation and expectations	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Ease of participation	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Overall coordination	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Students				
Students were prepared with questions.	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Students behaved appropriately.	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Overall Evaluation				
Guest speaker experience	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable

Would you be willing to be a guest speaker again in the future?  Yes  No

Would you be willing to participate in other work-based learning activities, such as workplace tours, career fairs, informational interviews, job shadows or internships? Please note any that are of interest in the comment section below. Someone will contact you to follow up.

Please use the space below to provide additional comments about your experience. Please make note of any ways the coordinator could have helped you be better prepared.



# TOOLS

## Student 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***

- Research the company or organization the speaker is representing.
- Assess how a guest speaker can support your ICAP goals.
- Find out how to act appropriately during the presentation.
- Develop, with teacher, questions about the work, career opportunities and connections to academics at this workplace.

### ***During the Guest Speaker Visit***

- Pay close attention to the presenter and take notes to document experience.
- Listen to see if the speaker has answered any of the questions you developed beforehand.
- If the speaker answers one of your questions but you want more details write that question down to ask when appropriate.
- Listen carefully as other students are asking question so as not to repeat questions.
- Prepare to maximize your learning by listening and learning from speaker.

### ***After the Guest Speaker Visit***

- Use your notes for individual and group reflection exercises.
- Participate in classroom activities that will help you think about the value of the workplace presenter.
- Write thank-you notes to guest speaker. Electronic methods are acceptable.
- Discuss the next step in learning about careers and your ICAP work-based learning.
- Complete an **Guest Speaker Evaluation**.



# TOOLS

## Guest Speaker Student Notes and Observations Form

### Speaker Information

<i>Name of speaker:</i>	<i>Job title of speaker:</i>
<i>Organization where speaker works:</i>	<i>Date of guest speaker visit:</i>
<i>Speaker's education and training history:</i>	
<i>Speaker's career history:</i>	

### Careers Available in Speaker's Field

<i>What kinds of careers are available in this organization or field?</i>
<i>What kinds of things do employees in these careers do?</i>

### Careers Potential

<i>What would I need to get a job in this field? (education/training/background experience)</i>
<i>What would I need to get ahead in this career?</i>
<i>What is the demand for this career?</i>
<i>What are the potential salary ranges for this career? (entry level and top level)</i>

### Observations

<i>What did you learn this occupation that was surprising?</i>
<i>How will this experience inform your future education or career plans?</i>
<i>Use this space for additional notes.</i>

Use back of page for additional questions.

# TOOLS

## Student Evaluation of Guest Speaker

Thank you for participating in the guest speaker visit by \_\_\_\_\_.

*Name*

Your feedback is important! Please complete the form and return it to your teacher.

<i>Student name:</i>	<i>Name of guest speaker:</i>
<i>Date of guest speaker visit:</i>	<i>Guest speaker's organization:</i>

Please evaluate the guest speaker event in each of the following areas.

<b>Guest Speaker</b>				
Speaker was interesting	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
Speaker answered questions	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable
<b>Information</b>				
I found information useful	Yes		No	
Are you more or less interested in careers in the speaker's field after listening?	More		Less	
<b>Overall Evaluation</b>				
Guest speaker experience	Exceeded Expectations	Met Expectations	Below Expectations	Not Applicable

Would you be willing to be a guest speaker again in the future?  Yes  No

What did you find most interesting about the speaker's presentation and why?

What did you find least interesting about the speaker's presentation and why?

Did the presentation help you decide which career(s) you are interested in learning more about or identify careers in which you have no interest? Explain.

Do you have ideas for other guest speakers we could invite to make presentations? Please provide additional comments below.