

Guest Speaker

Tips and Tricks

Plan ahead: Questions to ask prior to the event

- **Audience** (Grade Level, Class, School)
- **Topic** (what you are asked to speak about)
- **Time** (how long you must speak, how many times will you give the presentation)

Remember throughout the presentation to:

Narrate

Inform

Explain

Suggestions:

- Start with an introduction of yourself (name, career, employer, position)
- Be clear about your message (what do you want them to walk away knowing?)
- Organize your presentation and speech in a manner that is easy to follow.
- Talk about relatable topics.
- Encourage participation.
- Ask open-ended questions, accept and appreciate all answers.
- Use visuals.
- Speak at their level, avoid big unrecognizable words, casual pace.
- Have fun, humor is always appreciated

Content Ideas:

- Discuss your Career Path
- Explain your job/career.
- Describe the company you work for
- For middle school and high school students:
 - Talk about employment opportunities.
 - Discuss what you look for in future employees.
 - Educational requirements/skills/certifications for the career
 - Explain the benefits of the career/job

What to prepare:

- Google Slides/PowerPoint (Email prior to the event, bring on a flash drive or computer, or share from the cloud)
- Visuals (Tools of the trade)
- Swag (marketing materials, handouts, etc.)

Conclusion:

- Leave plenty of time for questions.
- Provide contact information for any follow-up questions