



## Coordinator Guest Speaker Checklist

Quick tips for Work-Based Learning Coordinators<sup>1</sup> to ensure a successful guest speaker presentation.

### Before the Guest Speaker Presentation

- Identify all interested teachers and help them plan for their guest speaker presentations.
- Make sure the speakers are good matches for the classes. What classroom topics can the speaker support?
- Prepare teachers and encourage them to participate before, during and after the guest speaker presentation. Share the Teacher Tip Sheet.
- Have teachers help create learning objectives and work with students to prepare for the day and create questions they can ask.
- Share speaker bio with students, plus prompting questions.
- Provide employers an information packet about the school, including the format of the presentation.
- Confirm employer attendance and determine presentation needs. Let them know where to park, and share any visitor procedures they need to follow.
- Make sure the employer volunteers are supported and prepared. Share questions to expect and encourage them to create an engaging and interactive presentation—using visuals and props if possible.
- Arrange for someone to meet the speaker when they arrive, and escort them to the classroom.

### After the Guest Speaker Presentation

- Document the guest speaker presentation. Review feedback from guest speakers and teachers and summarize results. Make recommendations for improvements.
- Help students update their Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Work with teachers to coordinate “go deeper” activities to connect the guest speaker presentation to the classroom.
- Send thank-you notes to guest speakers.
- Take pictures from the guest speaker presentations and provide them to the companies for their websites or newsletters. Ensure you have signed releases for all photos.
- Confirm guest speaker’s company social media policy. Ask speaker to send URLs to social pages so students can properly tag them.
- Publicize the guest speaker presentation and the businesses that participated by placing a story in the local newspaper or posting on the school or agency webpage.
- Consider other potential public relations benefits and opportunities.

### Sample Guest Speaker Timeline

**Beginning of the school year:**

Identify interested teachers and appropriate speakers. Brainstorm business partners who could participate.

**Two months in advance:** Invite business partners to participate. Secure date, time and location.

**One month in advance:** Confirm participation of speakers. Have students research the industry or company.

**One week in advance:** Send speakers logistics for the day and questions to expect. Confirm any presentation needs.

**On day of presentation:** Ensure that guest speakers are welcomed and escorted to classroom.

**After day of presentation:** Send thank-you notes to all guest speakers and ensure student reflection activities take place.

<sup>1</sup> In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.