



## Guest Speaker Fact Sheet

### Guest Speakers<sup>1</sup>

Using guest speakers to support learning is a structured Career Awareness activity in which students listen to a presentation to learn about the speaker's career, business or organization and industry, and ask questions to help them consider whether they might like to pursue a career in the industry.

Designed to meet specific learning outcomes, guest speaker presentations are educationally rich, are tied to the curriculum, and help students connect what they're learning in school with the workplace. Presentations are usually conducted at the school, but in some cases guest speakers may visit a classroom via Skype, Zoom, WebEx, Microsoft Teams or some other technology; and the activity is conducted through the use of a Virtual classroom. There are also virtual simulations available where a recording of a live guest speaker activity can be viewed online and serve as a foundation for an activity and/or discussion in a virtual classroom.

### Guest Speaker presentations are designed to:

- Provide exposure to potential careers and jobs.
- Provide a realistic picture of the occupation, business, its role in the community and the career paths and occupations of its workforce.
- Help students make the connection between school and the workplace.
- Inform career planning.

### Guest Speaker presentations are structured to:

- Allow students to listen, receive information and ask questions.
- Enable students to begin identifying areas of career interest.
- Build knowledge about the education and training needed for a particular job, career path and entry into the industry.

### Guest Speaker presentations are supported by:

- Classroom preparation, including research on the industry and participating businesses.
- Employer orientation and support.
- Opportunities to reflect upon the experience verbally and in writing.

### Guest Speaker presentations are connected to:

- Individual career development/training plans.
- Future work-based learning activities.
- The student's next steps.

Guest speaker presentations are one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in New York City schools.

---

<sup>1</sup> Guest Speaker Activities are recognized as a "ZERO HOUR" Supporting WBL activity by NYSED and NYC Public Schools.

## Guest Speaker Support Materials

### Checklists, Tip Sheets and Fact Sheets:

- Coordinator Guest Speaker Checklist
- Student Guest Speaker Checklist
- Teacher Guest Speaker Tip Sheet
- Employer Guest Speaker Tip Sheet
- Employer Guest Speaker Fact Sheet
- Guest Speaker Virtual Options Sheet

### Required Forms and Documents

- Employability Skills Profile

### Implementation Tools

- Guest Speaker Research Activity
- Guest Speaker Student Reflection
- Virtual WBL Fact Sheets

#### Tips for Success

Effective Guest Speaker programs include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- Engage in proper planning and preparation.
- Address logistical details.
- Communicate with all parties.
- Maximize learning potential.
- Focus on building awareness.
- Connect to the classroom.
- Provide support for students and supervisors.
- Promote student reflection.

Sustaining and growing Guest Speaker programs and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.