

Coordinator Guest Speaker Checklist

Quick tips for Work-Based Learning Coordinators² 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.
- Arrange for someone to meet the speaker when they arrive, and escort them to the classroom, or meet them online prior to the presentation.
- Ask for permission to record and share the presentation with others in the future.
- If conducting the activity via the internet, test and practice with the interface prior to the presentation.

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.

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 presentation day: Ensure that guest speakers are welcomed and escorted to classroom. If online, test systems and launch interface prior to the activity.

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

² In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.

- Consider any other public relations benefits.
- Post the Guest Speaker session recording on a shared drive or website and archive for future use.

Tips for Conducting an Online Guest Speaker Activity

- Select and personally practice using the selected technology.
- Make sure all students have access to appropriate technology.
- Decide how you will have students pose questions – Verbally or by entering on their device.
- Do a test run with your students as well as the guest speaker.
- Preload any slides or presentations from the speaker.
- Decide how you want to manage the session. Sometimes it takes one person to moderate and another to monitor the technology and address any questions.
- Decide which student reflection activities will take place and how you will support them.
- Remember, it's possible that parents or guardians will be around and would be a good resource for potential future speakers.
- Make sure you get feedback on the activity from the speaker and the students.
- Record and post the presentation for others to view and use in their classrooms.