



Virtual Guest Speaker Options Sheet

Introduction

Translating a Guest Speaker Activity to virtual settings is perhaps the most straightforward of all the Work-Based Learning activities. While presentations are usually conducted at the school, 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 on-line and serve as a foundation for an activity and/or discussion in the classroom

Virtual Activity Options

Remember, virtual activities promote “live” student contact with adult professionals and front-line workers via the use of technology or are simulations and provide students with employer exposures through recordings, on-line research and related classroom activities.

VIRTUAL GUEST SPEAKER OPTIONS Virtual Classroom

An industry or employer partner visits a Virtual classroom as a guest speaker and provides a presentation on the speaker’s career, business or organization and industry. Students ask questions to help them consider whether they might like to pursue a career in the industry.

Steps to Success

1. Review the Guest Speaker Guide. Distribute and review checklists and tip sheets to all parties
2. WBL Coordinator and/or Teachers recruit and schedule Industry Partner(s)
3. WBL Coordinator and/or Teachers select and test platform
4. Industry Partner visits virtual classroom
5. Industry Partner introduces self, provides presentation
6. Students ask questions and interact with the speaker, moderated by WBL Coordinator or Teacher
7. Teacher Supports reflection activities and helps students update their employability skills profile

Special Considerations:

- Get employer permission to record and reuse the session
- Select and test appropriate technology with all parties
- Decide how students will pose questions (raise hand, chat box etc.)
- Decide who will moderate and who will provide tech support during the session.
- Conduct a practice run with students.

GUEST SPEAKER FOUNDATIONAL ACTIVITY

Identify and select a recorded guest speaker to use as a foundation for an activity and discussion in the classroom. See the resource section below.

Have students search the web for recordings of guest speakers and provide a presentation to the class where they show the video and then lead a discussion about the speaker's career.

- What did they learn?
- What else would they like to know?
- How can they gather more information?

GO HYBRID

In some cases it may be possible to arrange for a guest speaker to return to the virtual classroom for a short amount of time to answer specific questions from a new group of students participating in a virtual Guest Speaker activity. If you have recorded the session and are able to have the speaker return set up a convenient time, have students view the Guest Speaker session, start a discussion and then bring the speaker in to answer questions and engage in a dialogue with the students.

- Record the virtual activity and archive for future use. Make this recording the foundation for a Virtual classroom activity, where students view the presentation and then have a discussion about what they've learned and share what else they would like to know.

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 speaker.
- Preload any slides or presentations from the speaker.
- Decide how you want to manage the session. Sometimes it takes one person to moderate the session and another to monitor the technology and address 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 might 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.

Resources and Links

Grant Associates/Industry Professionals Speaker Videos

<https://www.youtube.com/channel/UCKhLFrSE0KGbFqv4qqmO2vw/featured>

Below you will find a couple of examples of an industry association website that provides Guest Speakers on careers in the industry. Consider having your students do some internet research in your pathway cluster or industry to see if they can find a collection of similar videos. Have them share what they found with the class.

American Bankers Association

<https://www.aba.com/training-events/career-workforce-development/find-your-future-videoseries>

BayWork

Careers in the water and wastewater Industries

<https://baywork.org/careers/>