

YOUR FUTURE IS OUR BUSINESS

CAREER SPEAKER GUIDE

For over three decades, our mission has been to help students discover new professions and explore their individual passions through work based learning activities. These activities provide students with an in-depth look into professions and exposure to professionals from various backgrounds.

GENERAL INFO: As a guest speaker, you will share your career journey and knowledge with a group of students under the supervision of a teacher or staff member. Unless otherwise stated, guest speaker activities do not have a set format, however, we recommend the following:

Example Format (please adjust accordingly):

- 10 minutes sharing about previous careers, training, and education
- 10-15 minutes explaining your current job and what it entails
- 10 minute hands on activity
- 10 minutes for Q&A with students

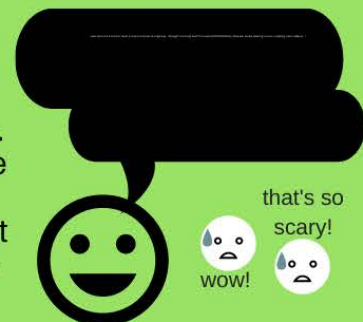
QUICK TIPS

- **MOVE AROUND:** Stand up when you are speaking, move your hands and make gestures. You can approach students, lean in, or walk around the room.
- **BREAK THE ICE:** Have a fun icebreaker question or statement to help build rapport and make students more comfortable. Share a funny story or encounter. Bring a tool from your work and do a live demo/quick explanation
- **ASK QUESTIONS:** Ask knowledge confirming questions like: "How many of you know what a _____ does?" or "How many of you like giving presentations? Guess how many presentations I have to give at work?"
- **PROVIDE REAL WORLD EXAMPLES:** Tell students about a famous person who has done or is doing the work that you are doing (i.e. C
- You can draw on the whiteboard, bring in a posters, and handout flyers



BE DESCRIPTIVE

Use the 5 senses: taste, sight, touch, smell, sound. Tell a story and add suspense. We find students pay much more attention when they can visualize what you are trying to say. Speak using vivid descriptions, not just hard facts or statistics. Use figurative language: metaphors, similes, personification to describe the work that you do and use examples. Students tend to be more focused when they can see the picture you are trying to paint for them!



ASK QUESTIONS

Give students the opportunity to participate! Asking students questions helps you to confirm what they know and gives them a chance to interact instead of just observing. Ask WHO, WHAT, WHERE, WHEN, HOW, and WHY questions like....

Have you ever seen a _____ before?

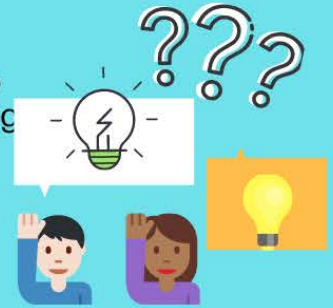
Can someone tell me what _____ is?

How many of you _____?

Can you guess what a _____ does?

What kind of skills do you think I use?

When does _____ take place? Can anyone tell me where _____?



REAL WORLD EXAMPLES & CALLS TO ACTION

Think of an example of someone (or something) famous that is in your line of work or that has worked with you. Provide activities they can do NOW if they are curious about this job like volunteer opportunities, websites, places that will allow youth to visit. You are welcome to hand out flyers, job applications, talk about internships, or to direct students to your company's website or email. Ending your conversation with a call to action helps create awareness and increase involvement.



HAVE FUN AND BE AUTHENTIC!

Talking about careers doesn't have to be boring or dead serious. Think back to when you were in school...what were you like and what did you like? Share something funny you learned while at the job or a wild (but school appropriate) story! Draw on the whiteboard, use sounds and movement to animate your words. Explain what hiccups you faced, what programs were you involved in, a fun memory that comes to mind, and why you keep doing what you do!



FOSTER AWARENESS & INCLUSIVITY

Consider speaking to the inclusion of historically marginalized communities as it relates to your professional purview. Your experiences would be beneficial and encouraging for underrepresented students, such as those of color, LGBTQIA+ students, and those with disabilities. Awareness is key.



WE ARE HERE FOR YOU!

You can always send us an email at yourfutureisourbusiness@gmail.com. We are always looking for ways to improve the events and make them more meaningful! If there are ideas you have to help improve the panel experience, please let us know. If you just want to share your experience, good or bad, email us!

If you would like to participate in future panels or other programs, please let the coordinator know. We host programs and events throughout the year!

