



## Guest Speaker Guide for WBL Coordinators, Teachers and Instructors

### Introduction

This activity guide is designed for Work-based Learning coordinators, teachers and instructors to help design, structure and support Guest Speaker presentations that work for students and young adults, employers, teachers and career pathway program staff. It is part of the Earn & Learn East Bay Work-Based Learning Toolset, which provides quality approaches and strategies to create high-quality, safe and legal Work-Based Learning experiences for students and young adults.

### Guest Speaker Overview

Engaging Guest Speakers to support learning in the classroom is a structured Career Awareness activity in which students and young adults listen to a presentation to learn about the speaker's career, business and industry and ask questions to help them consider whether they might like to pursue a career path in the industry. Guest Speakers can also address core academic concepts, or support an activity currently underway in the classroom. Guest Speaker presentations are designed and structured to meet specific learning outcomes, be educationally rich, and are linked to the curriculum. They also build awareness of the speaker's career pathway, the company he or she works for, its industry sector, its role in the economy and the career options it provides. Guest Speaker presentations are conducted at the school and involve preparation and follow-up in the classroom, including research and reflection by youth and young adults. Guest Speakers are most effective when they are addressing topics related to the curriculum, and providing real-world examples of the application of academic concepts in a real-world setting.

### Guest Speaker presentations are designed to:

- Provide exposure to potential careers and jobs
- Build occupational knowledge
- Build knowledge about the education and training needed for a particular job and entry into the industry
- Create awareness of the business's role in the community, as well as its functions, processes and products
- Provide a context for learning and foster an understanding of how academic concepts are applied in a real-world setting.

### Guest Speaker Support Materials

Tip sheets and checklists for program coordinators, employer partners, teachers, and students and young adults are provided in the Earn & Learn East Bay WBL Toolset to help design, structure and support Guest Speaker experiences to maximize learning. Each tip sheet supplements the Work-Based Learning quality elements described in section one of the toolset, and provides a set of success factors and lists of activities or tasks to perform before, during and after the experience. A fact sheet for prospective employers is also provided.

To access the complete WBL Toolset, or an individual tip sheet or fact sheet visit:

**[www.earnlearneastbay.org](http://www.earnlearneastbay.org)**



## Guest Speaker Guide Tip Sheets and Fact Sheets

### **Coordinator Tip Sheet: Guest Speaker Success Factors**

*A tip sheet for intermediary staff, WBL liaisons, coordinators and program staff*

### **Teacher Tip Sheet: Guest Speaker Success Factors**

*A tip sheet for teachers hosting Guest Speakers in their classroom.*

### **Student/Young Adult Tip Sheet: Guest Speaker Success Factors**

*A tip sheet to help students and young adults get the most out of the Guest Speaker experience*

### **Employer Tip Sheet: Guest Speaker Success Factors**

*A tip sheet for participating employers*

- *What's my role as a Guest Speaker?*
- *What should I talk about?*
- *How does this work?*

### **Employer Fact Sheet: Guest Speaker**

*A fact sheet that describes what's involved in a company providing a Guest Speaker*

### **Tools**

Work-Based Learning Readiness Worksheet

Work-Based Learning Experience Assessment Tool

#### **The Importance of Structured Activity**

All Guest Speaker presentations should include structured activity before, during and after the experience. These activities help ensure that all involved parties have meaningful, productive experiences that result in enriched learning. Proper planning and preparation, attention to legal and logistical details, maximization of learning potential, and communication and support for the students/young adults and speakers will help ensure success.

Sustaining and growing Guest Speaker programs and all other Work-Based Learning types depend upon developing and maintaining positive relationships with the employers who are providing opportunities to the students and young adults being served. These employers should be treated as valued customers and partners with frequent check-ins to address participation needs as they arise.