

Guidelines for Career Guest Speakers

Throughout this curriculum, many lessons have great opportunities for students to hear from people who are actually working in the different career clusters. Organizing a guest speaker doesn't have to be difficult. You can make changes to this skeleton and include presentation ideas to help your guests hit on the right information.

Dear Guest,

Thank you for accepting an invitation to talk to our students about your career field. The students are learning about career fields, clusters, and pathways. Information about these terms can be found on the Nebraska Career Connections website at www.NebraskaCareerConnections.org. Please share information about the qualifications for the careers in your field, the working conditions, where the careers are, wages and salaries, and employment prospects. Please talk to the entire class about how and why you chose to enter your field and what it is like. We want the good news with the bad, so that you leave students with a good understanding of the profession.

Please note our classes are ___ minutes long. You will usually have an audience of ___ students in ___ grade from ___ to ___ a.m. and about ___ students in ___ grade from ___ to ___ a.m. Our classes are in ___ building in room ___. You may park _____. One of my students or I will meet you and lead you to the classes.

We've enclosed a suggested outline for your presentation. These topics are intended to give you some ideas for your presentation. Please design a presentation you are most comfortable giving--adding, omitting, or reorganizing, as you like. Announce if you will take questions during the presentation. Please lead the students through your presentation. You cannot depend on their questions to keep the discussion moving along. Please let us know of your audio visual requirements. Our students particularly like visuals, moving pictures, and show-and-tell items like examples of your products.

All the instructors and students thank you for investing time to excite our students about your field and their futures! Please call us anytime with your suggestions and questions.

Sincerely,