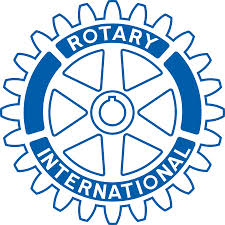
[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&docid=O7cvy_wduXRQFM&tbnid=HHlUjW5DxHjjzM:&ved=0CAYQjRw&url=http://www.columbia.k12.mo.us/dhs/history.html&ei=qLghU9yKF82bqAH8mIHoDA&bvm=bv.62922401,d.b2I&psig=AFQjCNF_0IlQy9fwELV_OmU8PKJUh1S1Iw&ust=1394805269873079) **Career Speaker Tips and Guidelines** [](https://www.google.com/imgres?imgurl=http://www.mandafinemeats.com/images/rotary.jpg&imgrefurl=http://www.mandafinemeats.com/community.html&docid=vmg47UWeYCCiOM&tbnid=5DJFgsuZzfem3M:&w=900&h=900&ei=4rghU9mPLYzLqAHyrIHwBg&ved=0CAIQxiAwAA&iact=c)

**Overview**

As a speaker, you will make a presentation to students about your career journey. This is a time to excite and motivate young people about the career options and opportunities available to them.

**Goals**

The Purpose of your presentation is to:

* Introduce students to your career
* Raise students career aspirations and personal goals
* Provide students with a road map on how to achieve their goals
* Be a role model

**What to Expect**

Presentation times are on Thursdays during Advisory, as scheduled by Robin Calfee or Dedan Githegi, at the following times:

* 12:09pm – 12:35pm (9th and 10th grade students)
* 12:35pm – 1:01pm (11th and 12th grade students)

The Student Lounge is equipped with a computer connected to a Smart Board. PowerPoint, video and online websites can be accessed using this medium.

**How to Structure your Presentation**

1. Personal Background

* Tell students what careers you were interested in at their age.
* Tell students about your career aspirations as an adult
* Discuss how this evolved

1. Your Organization

* Tell students what your organization does/makes/provides.

1. Your Career

* Talk about what your position entails
* Discuss what you love about your work
* Discuss the drawbacks such as long hours or weekend work
* Talk about any obstacles you had to overcome and barriers students might face

1. Your Education

* Discuss “what I did at your age”
* Talk about subjects you liked at school, subjects you didn’t like
* Talk about the small steps that can be taken towards a career in your field for example internships, certification, Tech school, two year college etc.

|  |  |
| --- | --- |
| TIPS | TECHNIQUES |
| * Break the ice, get students   involved | * Ask students what they think you do * Ask them if they know anyone else in your field or profession |
| * Make presentation relevant to   a High School audience | * Put them in real life situations |
| * Be patient-some students learn   best when they receive information in small pieces | * Ask them to volunteer to help you for example to progress slides on a PowerPoint |
| * Use simple direct language. Avoid jargon and highly technical terms | * Personalize your presentation with anecdotes and stories |
| * Ensure you don’t talk down to students | * Ask them what they know and build from there |
| * Appreciate diversity of groups. There will be English Language Learners in the audience | * Avoid speaking fast, gauge understanding with questions to ensure you don’t loose them |
| * Be flexible. The students will guide you regarding their interests | * Ask for questions during your presentation not at the end |
|  |  |

Some High School students my present with a guarded demeanor in front of their peers- don’t let that fool you, they are always watching, listening and making judgments.

Remember to have fun!