 **Career Speaker Tips and Guidelines** 

**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.

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| 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
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| * Make presentation relevant to

a High School audience  | * Put them in real life situations
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| * 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
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| * Use simple direct language. Avoid jargon and highly technical terms
 | * Personalize your presentation with anecdotes and stories
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| * Ensure you don’t talk down to students
 | * Ask them what they know and build from there
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| * 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
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| * Be flexible. The students will guide you regarding their interests
 | * Ask for questions during your presentation not at the end
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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!