

## Student Tip Sheet

### Guest Speaker: Success Factors

*A tip sheet for students on how to get the most out of a Guest Speaker's presentation.*

Getting the chance to listen to a Guest Speaker present about his/her career and workplace is a great opportunity to figure out how interested you are in what they do. Keep these tips in mind to get the most out of a Guest Speaker visit.

#### Before the Guest Speaker's presentation

- Do some research on the company or organization that the Guest Speaker works for or represents. Check out their website and learn as much as you can about the company, its history, what they do and how it impacts your community.
- Brainstorm some questions about the company, the industry, career opportunities, and what kind of education and training is needed.
- Practice “active listening” and how you will make sure that you are getting everything out of the session that you can.

#### During the Guest Speaker's presentation

- Be respectful! Make sure your phone is off, don't wear headphones, and don't interrupt.
- Pay attention and be an active participant.
- Picture yourself in this role – is this something you can imagine yourself doing?
- Figure out what makes the presentation interesting – is it the content, is it the way presenter talks, something else?
- Ask questions to help you figure out if a career like the one being presented is something you're interested in.
- Try to make connections between what you're hearing about and what you're learning in class.

#### After the Guest Speaker's presentation

- Participate in classroom activities that will help you think about the value of the presentation.
- Find a way to thank the speaker – either in person, via email or with a quick note.
- Participate in evaluating the guest speaker and give ideas to improve future presentations. What worked and what didn't?
- If there's more you want to know, do some research to figure it out.