

# CLASSROOM SPEAKERS PROGRAM



## TEACHERS:

Inviting guest speakers into your classroom is a wonderful way to introduce your students to professions, career choices, and workplace expectations. This gives students an opportunity to reflect on what career fields interest them most and to hear from individuals in various careers. In addition, it connects your classroom to the real world and creates community relationships. Typical speaking time is 30-45 minutes.

### THE TEACHER WILL:

- Prepare students for the guest speaker's visit.
- Familiarize students with the discussion topic.
- Introduce the speaker.
- Prepare students to ask relevant questions.
- Manage and host virtual classroom, if applicable.
- Remain in classroom, including virtual, and listen to the presentation.
- Complete an online evaluation after the presentation.
- Ensure the speaker receives a thank you note.

### HELPFUL HINTS:

- Confirm with the speaker the date, time, classroom access (including virtual), location, parking, and how many students will be involved.
- Let the main office know you are expecting a guest, if applicable.
- Request the speaker provide you with any outside learning materials (e.g. videos, handouts) for review and approval prior to viewing or distribution.

### THE SPEAKER WILL:

- Register to volunteer online. (See below)
- Describe their career and/or company.
- Discuss their educational and career journey.
- Describe a typical workday.
- Discuss parts of their job they like best and least.
- Model professionalism and career-ready skills.
- Discuss future outlook for occupational area.
- Inform students of general salary range including entry-level wages and benefits.
- Discuss education and training needed.
- Show examples of their work and engage students by using images, artifacts, and hands-on activities.
- Answer student questions.

### THE STUDENTS WILL:

- Listen and participate in career exploration activities.
- Be briefed and prepared for the visit.
- Be familiar with the topic of discussion.
- Display polite and courteous behavior, either in person or online.
- Ask relevant and thoughtful questions.

**EVALUATION FORM:** [WINSTONSALEM.COM/EDUCATION](http://WINSTONSALEM.COM/EDUCATION)

**CONTACT:** [TERRI CUMMINGS | TCUMMINGS@WINSTONSALEM.COM](mailto:TCUMMINGS@WINSTONSALEM.COM)