

Below are some guidelines that can be used to structure your presentation

1. Personal Background

- Tell the students about your career interests when you were younger.
- Tell them about your career dreams as an adult.
- How has this changed over time?

2. About your current position

- What do you do/produce/provide as a service?
- Location, size, number of employees, etc.
- Tell them about a typical customer/client.

3. Your Specific Role

- Talk about your duties at work.
- What do you love about your work and what are some of the drawbacks to your job?
- Discuss any obstacles that you had to overcome and how you did it.
- What are some barriers that the students might face and how to deal with them?

4. Your Career Journey

- How did you end up where you are and who influenced you the most?
- How did you get your first/current position?
- What are your options for the future?

5. Your Education Path

- Where did you go to high school?
- How important is math in your work place? (budgets, banking, etc.)
- Talk about the importance of technology in the workplace.
- Discuss the importance of sports/volunteering/group activities. (importance in the workplace)
- Talk about your post-secondary education.

6. Question and Answers

- Be prepared for personal questions. (how much money do you make?)
- Tell students about salary ranges, entry level positions and potential for promotions.

7. What to Take

- Bring along work props, such as product samples, pictures, and handouts.
- Take all the tools needed for the presentation or arrange with the teacher ahead of time to have them present. (laptop, projector, etc.)
- Take “trinkets” to hand out to students. (pens, stickers, stress balls, etc.)