

Are you Prepared for the Volunteer Speaker?

- Are the students clear on the purpose of the presentation?
- Has the speaker been prepared regarding the classroom dynamics?
- Does the speaker know the length of the presentation?
- Do you have the required A/V equipment?
- Do you have an escort assigned to meet and greet the speaker at the office?
- Does the speaker know where to park?
- Have the students prepared some questions for the speakers?
- Have you arranged a “thank you” from the students?
- Do I have supplementary activities for the students if the session does not take the whole period?

Activities Prior to the Speaker Presentation

- Prepare name tags or tent cards for students’ desks, so speaker can refer to students by name.
- Brainstorm questions that the students can ask the speaker.
- Have the students research the speaker’s company/organization
- Have students identify careers of interest and education path necessary for success.
- Elect/appoint a student representative to greet and escort speaker.
- Elect/appoint a student to thank the speaker.
- Have the class prepare a thank you card or poster for the speaker.
- Have the class prepare and present a short information session about the school for the speaker.

Activities After the Speaker Presentation

- Send a thank you note to the speaker.
- Reflect on the visit with the students – What did you find surprising? What was the education path? What did you want to know more about?
- Compile a list of questions that have come out of the visit and email to speaker for further information.
- Have the students compile an overview of the essential skills necessary for the speaker’s career.
- Have the students identify skills that they have that could be useful in the speaker’s line of work.
- Complete the feedback form and return to Fayette Business Education Partnership