



INVITING A GUEST SPEAKER

A quick guide for teachers on how to invite guest speakers to their classes. Includes suggested discussion topics, a communication timeline, and a student reflection activity.



Willamette
EDUCATION SERVICE DISTRICT

*Presented by: Willamette Education Service District //
Adapted by: Career Connected Learning Resources Team*



OVERVIEW

Having a diverse range of professionals as guest speakers exposes students to a wide array of career options they may not have considered. It helps them explore different industries, roles, and paths, giving them a better understanding of the possibilities available to them in the future.



RATIONALE PT. 1



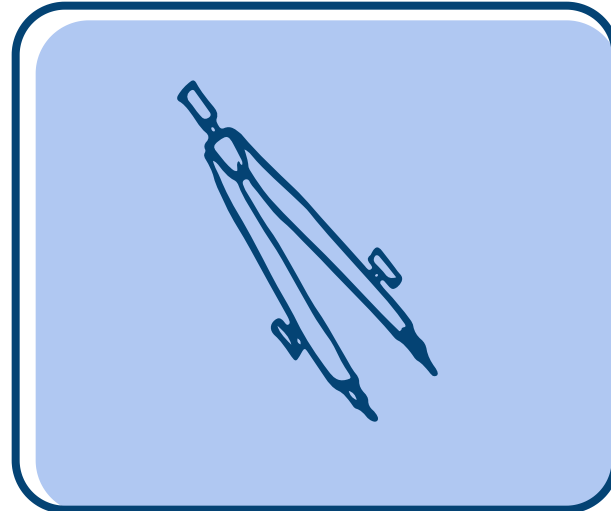
- **Exposure to Different Perspectives:** Guest speakers from diverse backgrounds bring their unique experiences, viewpoints, and insights to the classroom. This exposure broadens students' horizons, challenges their preconceptions, and encourages critical thinking.
- **Real-World Relevance:** Guest speakers can also bridge the gap between theoretical knowledge and real-world application. They can provide practical examples, case studies, and industry-specific information that help students understand how concepts are applied in various career fields.
- **Networking Opportunities:** Guest speakers often have established professional networks. By interacting with them, students have the chance to build connections, ask questions, and gain insights into potential internship or job opportunities. These networking experiences can be invaluable for students as they navigate their own career paths.
- **Increased Cultural Awareness:** Diverse guest speakers can help promote cultural awareness and foster a sense of inclusivity in the classroom. Students learn about different cultures, backgrounds, and perspectives, promoting understanding and respect for diversity.

RATIONALE PT. 2



- **Enhanced Employability Skills:** Interacting with guest speakers improves students' communication skills, listening skills, and ability to ask thoughtful questions. They learn how to engage in professional conversations, gain confidence in interacting with industry professionals, and develop a better understanding of workplace etiquette.
- **Career Exploration:** Having a diverse range of professionals as guest speakers exposes students to a wide array of career options they may not have considered. It helps them explore different industries, roles, and paths, giving them a better understanding of the possibilities available to them in the future.

ACTION PLAN



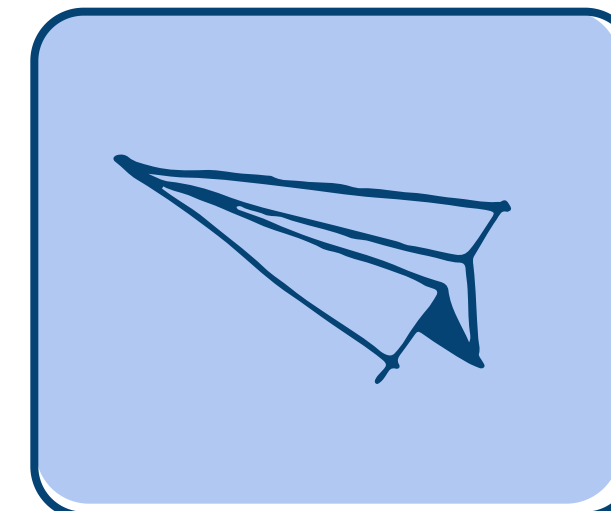
1) Identify Potential Guest Speakers:

- Consider experts in the field related to your subject matter.
- Look for professionals, academics, community leaders, or individuals with unique experiences.
- Utilize personal networks, professional organizations, online directories, or social media platforms.



2) Determine Discussion Topics:

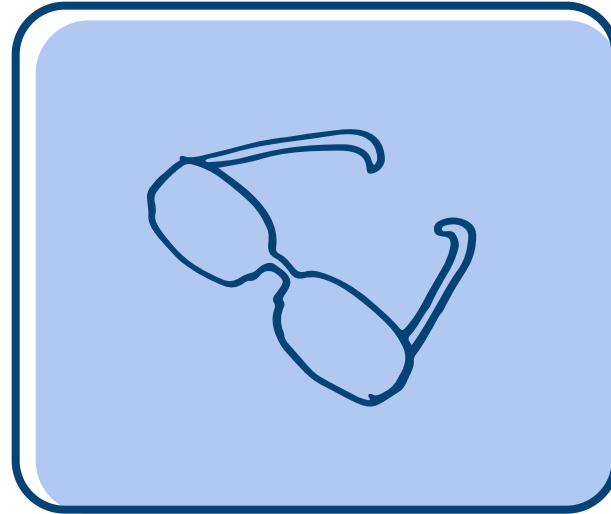
- Choose topics that align with your curriculum or address current events.
- Identify areas where guest speakers can provide unique insights.
- Discuss potential discussion points and desired learning outcomes with the guest speaker.



3) Plan the Communication Timeline:

- Start planning well in advance, at least 4-6 weeks before the desired date.
- Reach out to potential guest speakers to gauge their availability and interest.
- Confirm the date, time, and duration of the session with the guest speaker.
- Arrange any necessary technical requirements, such as video conferencing or audio equipment.

ACTION PLAN



4) Introduce the Guest Speaker:

- Provide background information on the guest speaker to your students.
- Highlight the speaker's expertise, accomplishments, and relevance to the topic.
- Share any relevant reading materials, videos, or pre-session tasks to prepare students.



5) Organize the Guest Speaker Session:

- Clearly communicate the expectations and guidelines to the guest speaker.
- Create a structured agenda for the session, including time for a presentation, Q&A, and student engagement.
- Coordinate with the guest speaker to ensure smooth logistics and technical setup.



6) Facilitate Student Reflection:

- After the guest speaker session, encourage students to reflect on the experience via share-outs.
- Assign a reflection activity such as a quick written reflection, or group discussion.
- Ask students to summarize key takeaways, discuss the impact on their learning, and relate it to their own lives or career aspirations.

PROPOSED TIMELINE



Six Weeks Before

Contact Guest Speaker and provide preliminary details: a proposed date, and time & location (in person vs. virtual). Set a loose presentation length. Send a virtual calendar invite.



Two Weeks Before

Confirm speaker and provide any additional logistical information. Prep the speaker by telling them about your students - and course objectives.



One Week Before

Answer any questions your guest speaker may have. Arrange any necessary technical requirements, such as video conferencing or audio equipment.



One Day Before

Share a loose agenda for the session, including the time allotted for the presentation; and the time for a Q&A session with students.



Student Reflection Activity

An important part of checking comprehension is having students write a reflection on the information presented. The accompanying reflection (linked on Resource Detail Page) can be done as a journal entry, quick write (or formal write), included on a vision board, exit ticket, or included in a Career Notebook.

Here are a couple of questions to get you started:

- 1) I would or would not like this job because...
- 2) A skill I have that can be used in this job is...
- 3) One new thing I learned was...



CONCLUSION

Guest speakers bring varied perspectives, make academic concepts relevant, inspire career exploration, foster networking opportunities, motivate students, promote cultural awareness and enhance essential employability skills. By inviting professionals from different industries, educators broaden students' understanding, enrich their learning experiences, and prepare them for a diverse and interconnected working world.



ABOUT THE CREATOR



Willamette
EDUCATION SERVICE DISTRICT

Willamette Education Service District

“The Willamette ESD is a multi-faceted agency with a workforce of over 450 highly skilled and caring professionals. Our agency is a student-centered organization serving 21 Oregon school districts with a student population of over 81,000 students (K-12).

Willamette ESD provides approximately 61 services related to Special Education, Technology, School Improvement, and Administrative Services that school districts may purchase from our agency. We also administer numerous grants and contracts to support education in our region and across the state.”