

## CAREER CAFÉ: GUEST SPEAKER GUIDE

Thank you for volunteering to share your career experiences with our students! Every career and every industry are unique, so use what works best for you. Before giving your talk, here are a few things to know about this volunteer opportunity along with further suggestions.

### Overview

- **Purpose:** Your main goal is to share interesting details about your career so that students become more academically prepared, gain personal awareness, and develop a goal-oriented mindset. Basically, help students:
  - Understand their own interests, strengths, values, and learning styles.
  - Create a vision for their future.
  - Develop individual goals.
  - Prepare a personal plan for achieving their goals.
- **Audience:** Your audience encompasses high school students living in Oklahoma. Expect a small group of students who have expressed interest in your career field.
- **Logistics:** Career Cafés are meant to be held in-person so that students get to meet you face-to-face. However, because schools are scattered across Oklahoma, doing the talk virtually is an alternative option. Whether your talk is in-person or virtual, the Career Café will run approximately 30–40 minutes, depending on our school’s schedule.
  - 5 minutes to get the class signed into the meeting.
  - 10–15 minutes for the talk.
  - 10-15 minutes for questions from students and/or open discussion time.

### Face-to-Face Career Cafés

- Our school will communicate with you to determine a date and time for the Career Café. You will receive a confirmation email with details about the school’s location, what you need to bring to sign in, and a calendar invite in advance.
- On the day of the Career Café, make sure to be on time. Allow time for parking, checking in at the school, and locating the room.
- Check in at the office when you arrive. Some schools require a driver’s license for check in.
- Once you’ve checked in, you will be directed to your designated session area.

### Constructing Your Presentation

- **Introduce your career.** While the students in your audience are interested in your field, they may not know much about it. Highlight key information such as education

requirements, average salary, and key job responsibilities (see “Guest Speaker Bio Template”).

- **Make it personal.** Tell the students a story about what made you choose this career and what goals you have achieved to get here.
- **Share a specific accomplishment, project, job task(s) that you are particularly proud of.** Describe the personal talents/traits you used to accomplish that task.
- **Connect your career to the students.** Help them think about what subjects to study, goals to set, or traits/talents to develop if they want to pursue this career field one day.
- **Make a connection to postsecondary options, academic planning, and employability skills.** Students want to see the big picture. They want to know that what they are doing now will have a positive impact on their academic future and adult life. Help them connect their current plan/skills to future training, education, and development.

### Tips for Your Face-to-Face Presentation

- Use plenty of visuals. Consider hands-on examples, props, and/or audiovisuals if you can. We also suggest using our attached “Guest Speaker Slides Template,” at the very least.
- Show students examples of your work, tools, equipment, etc. that you use for your job.
- Provide handouts or sample items, if applicable.
- Have open conversations with the students. Ask them questions about their goals, what subjects they like in school, why they are interested in your career, etc.
- Make sure to keep language, handouts, and visuals age appropriate.

### Possible Student Questions

- What are your main work responsibilities?
- Why did you choose this career? Are you happy with your career choice?
- What do employers in your career field look for when hiring new employees?
- Are jobs in this career field in demand? Is it hard to get a job in this career?
- Do jobs in this career exist in Oklahoma?
- How many hours do you work each week?
- Is your job physically, mentally, and/or emotionally draining?
- What kind of technology or tools do you use regularly for your job?
- What school course(s) in middle and high school (e.g., Science, Math, English, etc.) will help most in this career?
- What are other jobs related to your career field?
- What advice would you give a student considering this career field?