



THE LEARNING PARTNERSHIP

Champions of Public Education Across Canada

Passport to Prosperity: Speaker Guidelines: Tips and Techniques

Overview

As a speaker, you will be invited by a school to make a presentation to students about your career journey. This is a time to excite and motivate young people about the career options and opportunities available to them.

Goals

The purpose of your presentation is to:

- Introduce students to your career
- Raise students' career aspirations and personal goals
- Provide students with a road map of how to achieve these goals
- Provide a role model so they can strive to achieve their own personal and financial successes.

What to expect

During your session, you will interact with a group of students and can play an important part in being a role model for them.

You will most likely be invited to address students by a classroom teacher. However, some high school students and parents may be planning speaking opportunities and may contact you directly.

Each school has specific needs and it is important that you discuss these with the person who has invited you. Your audience will change as will your message, depending on the size of the group, the ages of the students, their particular interests and the format of the presentation.

Guidelines

Attached are some guidelines for you to prepare for your session with a school. These include:

1. How to structure your presentation
2. Question and Answer session
3. What to take with you
4. Tips and techniques
 - Before the presentation
 - During the presentation
 - After the presentation
5. Checklist

6. Information from School

All the best with your presentation

1. How to structure your presentation

Here are some guidelines on how to structure your presentation. The actual information you use will depend on the size and age of your audience, their interests, attention span and the time allotted for your presentation.

i. Personal Background

- Tell students what career(s) you were interested in at their age
- Tell them about your career aspirations as an adult
- Discuss how this evolved

ii. Your Organization

- Tell the students what your organization does/makes/provides
- Tell them where they may come across your organization
- Discuss who the customers/clients are
- Tell them the number and types of people who work there

iii. Your Career

- Talk about what your position entails
- Discuss the variety of things you do
- Discuss what you love about your work
- Discuss the drawbacks such as long hours or weekend work
- Talk about any obstacles you had to overcome
- Discuss any barriers students might face and how they might deal with them

iv. Your Education

- Discuss "what I did at your age"
- Talk about subjects you liked at school, subjects you didn't like
- Talk about importance of math in managing huge budgets



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- Talk about the importance of technology in your position
- Tie in different subjects, such as the importance of being good at English to help in writing reports and communicating in general
- Discuss the importance of sports, volunteering, group programs which later demonstrate students' interests in team work and the community
- Tell students about your diplomas, degrees, courses taken after High school

v. Your Journey

- Tell students how you ended up doing what you are doing
- Let them know who influenced you most
- Tell them how you got your first/current position
- Discuss other options open to you now

2. Question and Answer Session

i. Be prepared for personal questions

- How much money do you make?
- Tell students about entry-level salaries, opportunities for growth
- How much vacation time do you have?
- Are you married?
- Do you have children?

ii. Be prepared to deal with inappropriate behaviour

While most students want to be at presentations, some students will try your patience.

Tips to handle inappropriate behaviour:

- Ask disruptive person(s) to volunteer own experiences or help you with presentation
- Diffuse situations by saying "we'll discuss that at the break, if there is time"
- Call teacher quietly
- Ask the student politely to leave.

iii. What to take

- Take work props with you, such as samples of your products
NB: Get teacher permission if you are bringing in food.
- Take all the tools you need for your presentation, such as PC, slides, handouts, etc.
NB: Remember to check with the teacher whether he or she has the equipment required by you.
- Take "Trinkets and trash" to hand out to students, such as such as stickers, pens, slinkies, stress balls, etc.

3. TIPS and TECHNIQUES

i. Before the Session:

TIPS	TECHNIQUES
<ul style="list-style-type: none"> • Decide on your own goals 	<ul style="list-style-type: none"> • Determine what your main message will be to the students • Establish how students can benefit from your presentation • Decide how you can benefit from visiting the school
<ul style="list-style-type: none"> • Know your audience 	<ul style="list-style-type: none"> • Ask school for details about the students (age, group, interests etc) • Please refer to the list of questions for schools attached
<ul style="list-style-type: none"> • Be prepared to be flexible and have fun 	<ul style="list-style-type: none"> • Let the audience guide you in terms of their interests and attention span
<ul style="list-style-type: none"> • Determine your time and travel commitments 	<ul style="list-style-type: none"> • Establish what days, times and how often you can commit to addressing students.



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ii. During the Session:

TIPS	TECHNIQUES
<ul style="list-style-type: none"> Break the ice — get kids involved 	<ul style="list-style-type: none"> Ask students what they think you do Ask them if they know anyone else in your field or profession
<ul style="list-style-type: none"> Establish a comfort level 	<ul style="list-style-type: none"> Be interactive, e.g. Role playing
<ul style="list-style-type: none"> Make presentation relevant to the audience 	<ul style="list-style-type: none"> Put them in real life situations
<ul style="list-style-type: none"> Have patience — some students learn best when they receive information in small pieces 	<ul style="list-style-type: none"> Ask them to volunteer to help you
<ul style="list-style-type: none"> Use simple direct language. Avoid jargon and highly technical terms 	<ul style="list-style-type: none"> Personalize your presentation with anecdotes and stories
<ul style="list-style-type: none"> Ensure you don't talk down to students 	<ul style="list-style-type: none"> Use visuals and concrete material
<ul style="list-style-type: none"> Appreciate diversity of groups (different ages, languages, cultures, socio-economic groups) 	<ul style="list-style-type: none"> Encourage young kids to move around, do an activity, act out a scenario
<ul style="list-style-type: none"> Be flexible — the students will guide you regarding their interests 	<ul style="list-style-type: none"> Ask for questions during your presentation, not at the end

iii. After the session

TIPS	TECHNIQUES
<ul style="list-style-type: none"> Obtain feedback from the school 	<ul style="list-style-type: none"> Ask teachers/students how useful session was
<ul style="list-style-type: none"> Email the Passport program to let us know how the talk went 	<ul style="list-style-type: none"> Send an email to: passport2prosperity@thelearningpartnership.ca
<ul style="list-style-type: none"> Ask your colleagues to become involved in Passport to Prosperity 	<ul style="list-style-type: none"> Refer colleagues to the website at www.class2careers.com.

4. Checklist

- Do you know the ages and size of the student group?
- Are you clear on the message you want to give to students?
- Are you clear on the teacher's requirements for the presentation?
- Is your presentation interactive?
- Does it include questions and answers?
- Does it include what influenced your career choice?
- Does it include the relevance of math, science and/or technology to your position?
- Does it include a road map of how you got to your position?
- Do you have any goods or products to hand out to students?
- Do you know how long your session will last?
- Do you have the right tools and equipment to make your presentation?
- Do you have an evaluation form to complete after the session?
- Are you ready to be flexible and have fun?



Durham Co-op Student and Chef



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5. Information from School

Ask your contact to provide this information before your visit:

Name of school
Address
Name of contact
Phone number(s) / Fax number
E-mail address(es)
Time and date of presentation
Location of classroom
Purpose of career information
Size of group(s)
Boys and girls together
Ages
Format – classroom, break out group, forum
Grades
Specific focus for children
Other educators to be present
Format – classroom, break out group, forum
Other speakers to be present

Other teachers to be present
Diversity of groups (language, cultural, socio-economic)
Overhead projector available
Flip charts available
Computer presentation applicable

About The Learning Partnership

At The Learning Partnership, we want to support students as they strive for their own personal excellence, preparing them for the opportunities that await them. Since 1993, more than three million students and teachers have participated in one or more of The Learning Partnerships programs. While our focus is on providing educational experiences to children in Kindergarten to Grade 12, we also offer opportunities for educators.

A national not-for-profit organization, The Learning Partnership's mission is to champion a strong public education system in Canada. We pursue this goal by conducting research and developing policy alternatives, by introducing innovative programs that help children to learn and engage families and educators, and by initiating varied avenues for dialogue with government, educators, business and community about publicly funded education.



Minister Mary Anne Chambers, Co-op Student and Workplace Supervisor at Ryder Transportation, Scarborough