

Coordinator Guest Speaker Checklist

Quick tips for those charged with arranging and supporting work-based learning activities to ensure successful guest speaker programs.

Before the Guest Speaker presentation ...

- ✓ Identify all interested faculty members and help them plan for their guest speaker presentations.
- ✓ Make sure the speakers are good matches for the classes. What classroom topics can the speaker support?
- ✓ Prepare faculty and encourage them to participate before, during and after the guest speaker presentation. Share the Faculty Tip Sheet.
- ✓ Have faculty help create learning objectives and work with students to prepare for the day and create questions they can ask.
- ✓ Share speaker bio with students, plus prompting questions.
- ✓ Provide employers an information packet about the class, including the format of the presentation.
- ✓ Confirm employer attendance and determine presentation needs. Let them know where to park, and share any visitor procedures they need to follow.
- ✓ Make sure the guest speakers are supported and prepared. Share questions to expect and encourage them to create an engaging and interactive presentation—using visuals and props if possible.
- ✓ Arrange for someone to meet the speaker when they arrive, and escort them to the classroom.

Sample Guest Speaker Timeline

Beginning of the school year: Identify interested faculty members and appropriate speakers. Brainstorm business partners who could participate.

Two months in advance: Invite business partners to participate. Secure date, time and location.

One month in advance: Confirm participation of speakers. Have students research the industry or company.

One week in advance: Send speakers logistics for the day and questions to expect. Confirm any presentation needs.

On day of presentation: Ensure that guest speakers are welcomed and escorted to classroom.

After day of presentation: Send thank-you notes to all guest speakers and ensure student reflection activities take place.

After the Guest Speaker presentation ...

- ✓ Document the guest speaker presentation. Review feedback from guest speakers and faculty and summarize results. Make recommendations for improvements.
- ✓ Help students think about any next steps they would like to take to further their career goals.
- ✓ Work with faculty to coordinate “go deeper” activities to connect the guest speaker presentation to the classroom.
- ✓ Send thank-you notes to guest speakers.
- ✓ Take pictures from the guest speaker presentations and provide them to the companies for their websites or newsletters. Ensure you have signed releases for all photos.
- ✓ Confirm guest speaker’s company social media policy. Ask speaker to send URLs to social pages so students can properly tag the speaker in a post.
- ✓ Publicize the guest speaker presentation and the businesses that participated by placing a story in the local newspaper or posting on the community college webpage.
- ✓ Consider other potential public relations benefits and opportunities.