

Speaker Presentation - Suggested Outline

Please feel free to use this outline to assist you in preparing your talk to students. Plan for a 30 minute presentation including time for student questions.

Occupation/Job Title

Employer

- Length of Employment
- Size of company, management structure, benefits

Education/Training

Describe training required for advancement as well as entry-level training

Career Path

- How many jobs have you had?
- How did you get to where you are today?
- Did any early educational decisions positively/adversely impact your career path?
- Have you had to retrain?

Outside factors which have affected your career.

- Changing technology?
- Lay-off or cutbacks, corporate reorganization or company bankruptcy?
- Economic recessions?
- Travel?
- Relocation?
- Job-sharing or contract work?
- Telecommuting or working from home?
- Starting a family/lifestyle change?

General

- Personal stories, which illustrate a positive, or negative aspect of your job.
- Other ways that the work world has changed since you were a student.
- The importance of education in any career.
- Skills that both a successful student and worker share such as communications skills, technology skills, writing, grammar and organization skills.
- Your advice to help young people enter the workforce successfully.
- While we instruct students in etiquette, and advise them not to ask about your salary, there seem to always be a few that forget this rule. It is wise to be prepared for this question and to answer with general salary ranges for starting salaries, and also for more experienced workers.
- Keep in mind that you will be working with students who are between 14 and 17 years old. Interactive presentations are typically most successful.
- Visual aids, handouts, promotional materials, and other engaging activities are welcome.
- If you are planning to send promotional materials home, please advise Kari Hively (637-9000 x 306 or khively@hanoverpublic.org) in advance. Administrative approval is necessary.