



## **SPEAKER'S GUIDE - General Points (page 1); The Talk Itself (page 2)**

### **General points**

#### **Who will be there**

School security regulations will require that a non-CRB-checked visitor to the school has a teacher present at all times, so expect that. Do not be surprised if you are speaking to just a small group – you have an even better opportunity to 'connect' and make a difference in a small group. It might also be that there are other Speakers there, too. The school will have had to contact a few of you personally to have made this happen – to slightly move timings. If that's what happens, work to make it an overall positive experience for you all. Could be that there are positive outcomes for you and your organisation by interfacing with these other speakers, too.

#### **Simple**

Keep it simple and face-to-face, avoiding death by PowerPoint! And smile. These young people will not understand 'management speak'.

#### **Friendly**

Smile and relax – you may feel a little nervous, but they are only 'children' and you are the expert, here! For a small group sitting in a circle creates a friendlier feel for you all.

#### **Positive**

Avoid going into the school or college on a 'mission' to give them the benefits of your wisdom on how they should be running things. Remember, most teachers do a fantastic job in challenging circumstances often with constantly shifting goal posts.

#### **Concise**

Allow just 20 minutes for your talk, and leave a further 10 minutes for questions at the end. The questions may be really straightforward or off the wall. Be ready for anything. If there are no questions have a few more topics up your sleeve that you can talk on if required to. It's a good idea to keep your watch visible so you don't run over. This is important, as timetables in schools wait for no man!

#### **Light**

Try and include a bit of humour and a joke or two to keep it light.

#### **Freebies**

If you have any freebies you can take along from your company - why not? Note pads, biros, and such things.

#### **Handouts/Brochures**

If your company or employer has brochures you can bring along and leave behind, then do so, if it will help set the context of your talk.

#### **Visual aids**

These would normally not be necessary, but if you feel it would add impact to your message then do bring them along. There will not be time for the venue to set up a projector or whatever, but perhaps photographs of your workplace – if unusual – might be enlightening.

## **The Talk Itself**

### **Introduction**

Name/Job title/ company/employment type/where I work

If I went to the same school – say so

“I’m pleased to be here to tell you about the job I love.”

Remind them there will be question time at the end

Tell them to keep a note of any questions as you go along

### **Why I got interested**

My reasons for entering the career in the beginning

Why I am well-suited to my career

My attributes, skills, what I was good at/interested in when I was their age

### **How I got started - qualifications**

My qualifications

Where I obtained them (if relevant)

Training I’ve since done in the job and why

Why my choice of GCSE subjects/A level subjects/degree was especially important (if relevant)

### **My career path**

Worked my way up over some years

Worked for a number of different employers

Sidestepped from another career

Developing my own business – if relevant

### **A day in the life of...**

The main function of the organisation I work for now

A typical working day for me - unpack

### **The good and bad**

The aspects I especially enjoy and the challenging areas (*– more good than bad!*)

### **Earning potential** (*Be open and realistic.*)

What the earnings are like

How salary/wage bands increase with experience.