



Training for Guest Speakers

Welcome.

We're glad you want to  
meet our students.

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# What have I just signed up for?

Partners in Education is a nonprofit organization within the Santa Barbara County Education Office with roots in our community that go back more than 30 years.

Our mission is to connect businesses and individuals with schools and the organizations that serve them in order to help improve public education in ways that support a more vibrant economy, the health of our community and the well-being of local children and their families.

Experience and research support our goal: to connect what students learn in the classroom with their futures, helping them set goals and develop skills to overcome challenges.

We appreciate you taking the time to join us in our efforts.

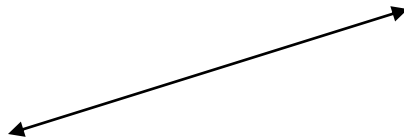
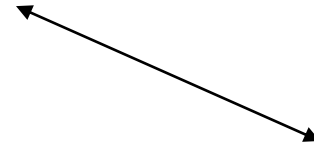


# Santa Barbara County Education Office



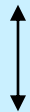
## Center for Community Education

Emphasis: Community Building



### Partners in Education

(Volunteer Recruitment & Coordination Program)



You → Local business, community & education leaders

### Transitional Youth Services

(Educational liaison services for Homeless and Foster Youth)



Local social service, nonprofit, faith & government groups

### AmeriCorps Literacy Tutors

(Full and part time tutors at low cost to schools)



Local teachers, schools & community members (serve 1-2 years)

## Community Involvement



Art courtesy Los Robles High School student  
at the Los Prietos Boys Camp

## Why guest speak?

This self-portrait was painted by a high school student. When asked why he didn't paint any eyes, he answered,

“No one ever looks me in the eye.”

Our goal at Partners in Education is to help match caring adults who will make a connection, however brief, with a young person in our community.

We know that youth who feel connected with their community grow up and strengthen our area.

# Who will I speak to?

Once you have completed this guest speaker training, one of our Volunteer Coordinators will contact you with opportunities to guest speak.

Before you make each visit, you will know:

- School
- Grade (K-12)
- Class focus (i.e. career preparation course, math class, English language learners, etc.)
- Specific objectives the teacher has outlined (i.e. career exploration, a specific topic, or any student questions on a subject)



Roosevelt Elementary



## Roosevelt Elementary

16% of students are English Learners

34% qualify for Free and Reduced Lunch



We can tell you more about demographics and challenges facing your particular class(es) to inform your presentation.

Franklin Elementary



## Franklin Elementary

69% of students are English Learners

99.8% qualify for Free and Reduced Lunch



Maps courtesy of Google Earth;  
School data courtesy of Education Data Partnership



# What will I speak about?

We have two major types of guest speakers:

1. Those who speak about their career (or past careers) to expose students to options in their community.
2. Those who share with students information about particular cultures, languages, hobbies, or special interests, as requested by teachers.

You may choose specific areas of specialty. We will only contact you to guest speak in your areas of interest. From our invitation to guest speak, it will be clear which specialty the teacher is expecting you to cover.

# Where do I go?

As a reminder, you will receive a guest speaker Volunteer Passport via email 3-5 days before your visit.

This passport will include:

- Date of your scheduled visit
- Time/duration of your visit
- School address
- Special instructions (typically includes parking or direction information, what to bring)
- Teacher name and classroom number (if applicable)

Present this passport to the school office to assist them in directing you to the correct classroom.

## PARTNERS' VOLUNTEER PASSPORT

### For the Volunteer

Hello Becky,

Thank you again for volunteering your time. Below you will find all of the essential information for your volunteer visit.

Date: October 1, 2008

Time: 8am-3pm

Location: Franklin Elementary

Check in Location: The school office

111 E. Mason St.

Santa Barbara CA 93103

#### Special Instructions:

Very limited parking in school parking lot. Watch for street cleaning signs when parking around the school.

Please contact Michelle Magnusson at (805) 964-4710 ex.4417 if you have any questions.

### For the School

Dear School Office Staff,

Katia Rodriguez-Mester has scheduled this volunteer. In case you have not been notified, the details of their visit are listed below.

Vol. Name: Becky Brewer

Host Teacher's Name: Katia Rodriguez-Mester

Date: October 1, 2008

Reason for Visit: reading with students

Time: 8am-3pm

This volunteer has been scheduled by a staff member at your school and the Santa Barbara County Education Office's program Partners in Education. If necessary for their volunteer assignment, all fingerprinting and TB screening requirements have been satisfied according to the education code.

Please contact Michelle Magnusson at (805) 964-4710 ex. 4417 if you have any questions.

Thank you for your cooperation.



# Creating Your Presentation

The vast majority of guest speakers present some aspect of their career.

Consider sharing:

1. Your life
2. Your career field
3. What you think students need to know to be successful employees in your or any field



Try to introduce vocabulary for your field, but be sure to explain acronyms and industry-specific terms.

# 1. Your life...

- Think of what your career field- share that!
- Your story- how you entered the profession. Did you know since you were young or did you come into your career after several others?
- Education and/or training you received.
- Classes you took/wish you took in high school or college.
- Your favorite classes in high school/college. What would you have done differently?
- Mistakes you made along the way and how you overcame them.
- Many students will remember your personal stories and the path you took more than your career specifics. Don't hesitate to share personal struggles and challenges that informed you. Chances are, students are facing their own challenges and learn from you.
- Stories about what you are able to do with your free time after your hard work. (Students love stories about the gadgets/cars/toys you are- hopefully- able to purchase with the fruits of your labor.)



## 2. Your career field...



Presenters from Tradart wear t-shirts with hourly wage range (apprentice → expert) printed on them for student reference.

- A typical day/ tasks you do frequently, including:
  - Is it indoor/outdoor? Physical work or desk work?
  - Typical hours?
  - Work dress- uniform, casual, professional?
  - What types of personalities seem to succeed at your job?
- Refer to beginning and current pay. (It helps to do this per hour as opposed to a salary.) Students are very interested in money!
- Your favorite/least favorite things about the job.
- What is the outlook for your career field in the future?
- What will make you more competitive? What do you need to advance?
  - Work experience, additional education, special certifications, etc.
- How does job change with education & promotions?

# 3. What Employers Want...

- Encourage students to develop a good work ethic.
- What skills/attitudes are important for getting and keeping a job? What worked for you?
- List what's important to you in an employee:
  - Being on time?
  - Good attitude?
  - What does taking initiative mean at your job?
  - What do good customer service skills look like?
  - What activities/attitudes would cause you to fire an employee?
  - What behaviors get you promoted/get you a raise?
- This is your chance to instill the values in students who, in a few years, will be your employees or colleagues. What do you wish someone told your coworkers in high school?



If your career is known for certain attire, we encourage you to model it for students.

# Ideas

Consider making a PowerPoint to assist you in the smooth delivery of your presentation.

Don't just read from your presentation- use it as a tool to show pictures, videos, screenshots of what you do.



Play a game, no matter how simple or "low tech".

This speaker is having the students distinguish facts vs. myths about being a realtor by using key phrases on pieces of paper and taping them to the board under the heading "Myth" or "Fact." Any job has misperceptions- challenge the students!

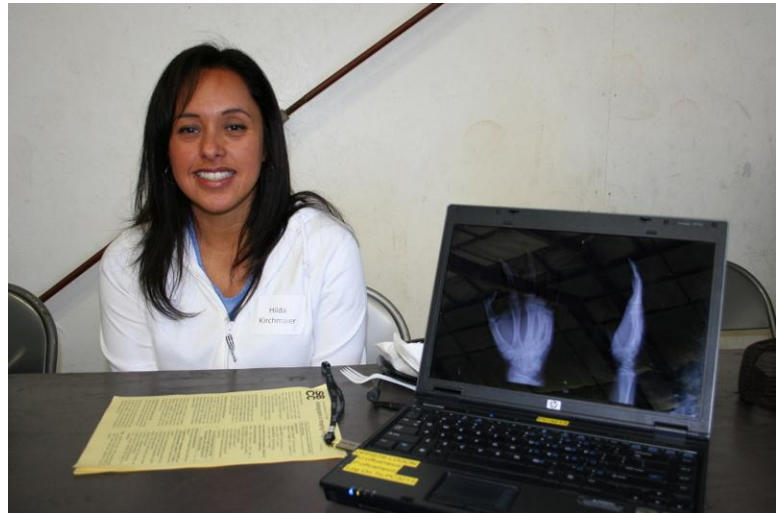
# Good news!

- Once you create a presentation, you can use the same one over and over with minor adjustments, as we will connect you with different schools and grade levels.
- A good length for a standard presentation is about 30 minutes. This will leave time for questions.
- You might consider developing a presentation with a colleague so that you can deliver it together.



# Strategies for Success

- Try to incorporate visual aides wherever possible. Attempt to bring items that do not need to be passed around as that may be distracting.
- Power point presentations to show digital pictures of your work, videos, and live demonstrations will help students understand what you do each day and get them interested in your career.
- Avoid overly technical language that is specific to your career. Explain what acronyms and special terms mean.



# Strategies for Success



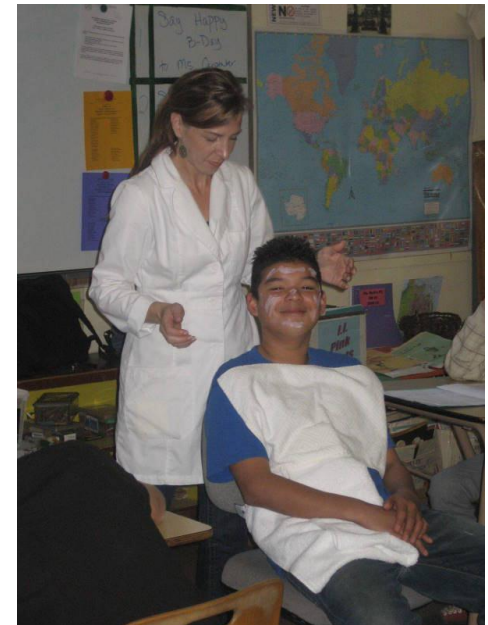
- Involve the students- ask them questions and let them ask you questions. Do they know someone in your industry? Are they familiar with sites you've worked? Don't be discouraged if they don't answer right away- they need time to think.
- Tell stories. The more information you can tell in story form, the more the students will retain.
- Try a small activity or experiment with the students. Have them try to use a tool. Ask them to solve a problem you have to solve at work.

# Strategies for Success



- Students can usually stay focused one minute for every year they have been alive. Try and change your style- if you are speaking, show some pictures or model how a tool is used, then go back to more speaking.
- Don't read from a script. Make a list of bullet points you want to cover, and use that as a guide.

- Relax, and have fun! You are the expert. Students like new people and are genuinely interested in why you are in their classroom.



# A few quick warnings...

Please do not:

- Attempt to sell the students any product or service.
- Glorify illegal substances or activities.
- Cancel without notifying our office.



If the students are having difficulty focusing on your presentation, it is the teacher's responsibility to assist you.

A quick tip to get attention is to move out towards the students and shift your position around the room, asking questions. Get close!

# Thank you.

- You have completed our Training & Orientation for Guest Speakers.
- Please complete a quick quiz to confirm your participation.
  - If you have received an email from us with a personalized link to the Guest Speaker Training Quiz, please click on that link now.
  - If you have not received an email, you may click here and fill out a brief login form to take the quiz:  
[http://sbceo.org/~partners/for\\_volunteers\\_gs\\_quiz.html](http://sbceo.org/~partners/for_volunteers_gs_quiz.html)
- Once you submit your quiz, we will contact you to schedule a visit where you can get to work!

