

Classroom Presentation Draft Agenda & Suggested Talking Points for Presenters

<p>11:00 AM (10 mins)</p>	<p>Open Introduction of Employees – name, role, and the contribution you make to the company</p> <ul style="list-style-type: none"> • Ask students if they are aware what your company does – after taking answers fill in general overview of your company, with your products or services and <ul style="list-style-type: none"> ○ How many employees do you have? How many offices? Is the company in the US only or global? If global – where? ○ Share some proud company accomplishments • Describe 3 big projects your company is working on right now (or 3 big problems your company is seeking to address right now) and the jobs involved in working on those projects/jobs • Describe the broad array of jobs within the company such as: software developers, marketing, sales, legal, HR, communications, etc. • Describe the types of people who are interested in working at Company ABC - such as people who are problem solvers; people who like to think about [name topic] or work in teams, etc. • Describe what is unique about your company’s culture • Ask for questions from the students
<p>11:10 AM (15 mins)</p>	<p>Interactive Activity TBD</p>
<p>11:25 AM (20 mins)</p>	<p>Job Vignettes</p> <p><u>Round 1:</u> In front of all students, -- in 3 minutes or less -- give students a sense of your job and education path by addressing these questions:</p> <ul style="list-style-type: none"> ▪ What are your main tasks and responsibilities? (<i>Talk to students at their level, avoid acronyms. Try to connect to their lives by using examples that they can understand.</i>) ▪ What do you like about your job? Not like? ▪ What was your education path? <p><u>Round 2:</u> After the short presentations, break students into small groups, one employee per group. Employees will join a small group and lead the discussion. Employees will provide more information about their job, allow students to ask questions, and help students make the connection between their classroom studies and the employees’ job.</p> <p><i>Ask Questions of Students-Start Here to Engage Students Immediately</i></p> <ul style="list-style-type: none"> ▪ What types of careers are you interested in? Why are you interested in that career? <i>Note: explain to the students how their career interests fit in at Company ABC, or at another company you know about.</i>

	<ul style="list-style-type: none"> ▪ What classes are you taking right now? <i>Note: make the connection between the students' studies and every day skills you use on the job.</i> <p><i>Career</i></p> <ul style="list-style-type: none"> ▪ Say more about your job: Why did you choose this career? What inspired you? ▪ What are some of your career accomplishments? What were some setbacks or failures you have faced in your job and how did you learn from them? ▪ What do you look for in a job? What characteristics are important to you? ▪ How did you get your job at Company ABC? What did you do to prepare? ▪ Did you have any mentors? Who were they? How did they help you? How did you find your mentors? ▪ What skills are most important in your job? Describe both the technical and soft skills. ▪ What are you working on right now? What challenge are you facing or trying to solve in your work? (“I am planning event for 300 employees who will do x.” Or “I am part of a team that needs to figure out how to make sure x works.”) ▪ What is cool about your workplace or company? <p><i>Education Path</i></p> <ul style="list-style-type: none"> ▪ Did you follow a straight line from school to a job? What detours did you take along the way? ▪ What classes did you like the most? The least? ▪ How did you pay for your education beyond high school? ▪ Did you work in high school or during college? ▪ What was fun about college or other education/training you engaged in after high school? ▪ What class did you wish you had taken in high school and why? ▪ What classes best prepared you to succeed? ▪ What life experiences best prepared you to succeed? <p><i>Wrap Up</i></p> <ul style="list-style-type: none"> ▪ What advice would you give to your 9th grade self?
11:45 AM	<p>Wrap Up</p> <p><i>Questions for Students:</i></p> <ul style="list-style-type: none"> ▪ What were the 2-3 most interesting thing you learned today? ▪ What classes or concepts do you think you would use in a job at Company ABC? ▪ If a friend told you he/she/they were interested in working at Company ABC, what would you tell them about what it's like to work at Company ABC?
11:50 AM	Adjourn