



GUEST SPEAKER CONVERSATION GUIDE

Thank you for taking time to speak to our students. You provide the connection between academics and the real world to motivate and inspire students to actively engage in planning for their future. The following planning guide may be helpful as you prepare for the visit. The topics align with the [Kentucky Academic Standards for Career Studies](#). Consider the importance of these in your business. Are there examples you could share to demonstrate these qualities?

NOTE: *There is no expectation that you discuss each of these talking points. Rather, this may guide your thinking as you prepare.*

ENGAGING STUDENTS – CONSIDER:	NOTES
<ul style="list-style-type: none">• Asking questions to get them thinking about the topic• Using pictures or videos that relate to business or industry• Telling a short story related to your business or industry• Bringing an object or objects to show students• Demonstrating a skill related to your business or industry• Engaging students in a career-related task or problem (<i>consider permissions and safety guidelines</i>)	

CAREER PATHWAYS – CONSIDER:	NOTES
<ul style="list-style-type: none">• Job-related responsibilities and tasks• Your career pathway from high school to your current position• Career opportunities within your business or industry ranging from entry through professional level• Opportunities for continued learning in your business or industry	



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ESSENTIAL SKILLS – CONSIDER:	
<ul style="list-style-type: none"> • The impact of essential skills in your business or industry • Real-world examples you could share 	
ADAPTABILITY	NOTES
<ul style="list-style-type: none"> • Openness to learning • Problem solving • Ability to embrace new ways of doing things • Ability to think critically 	
DILIGENCE	NOTES
<ul style="list-style-type: none"> • Seeing a task through to completion 	
INITIATIVE	NOTES
<ul style="list-style-type: none"> • Taking appropriate action when needed without waiting for direct instruction 	
KNOWLEDGE	NOTES
<ul style="list-style-type: none"> • Understanding of work-related information • Ability to apply that understanding to a job • Effectively explaining concepts to colleagues 	
RELIABILITY	NOTES
<ul style="list-style-type: none"> • Showing up on time • Wearing appropriate attire • Self-control • Motivation • Ethical behavior 	
REMAINING DRUG-FREE	NOTES
<ul style="list-style-type: none"> • Importance of a drug-free workplace 	
WORKING WELL WITH OTHERS	NOTES
<ul style="list-style-type: none"> • Effective communication skills • Respect for different points of view and diversity of coworkers • Ability to cooperate and collaborate • Enthusiasm • Ability to provide appropriate leadership to or support for colleagues 	