

## Career Presentation & Learning Station Tips

These ideas may help you prepare for making a classroom or group career presentation. There are four main parts that we suggest. Start out with whole group "Getting Acquainted." Provide refreshments & overview of what you are sharing and the "schedule." Then give your "Presentation." Tips for what you might share are below. Having photos or a PowerPoint presentation often helps to keep their attention and to relate with what you are sharing. Proceed with breaking group into small groups to rotate among your learning stations. Finally, come back together as a whole group. Summarize what you hope they learned about your career and field. Invite time to do Q & A. Provide a "take-home" packet of information about career & resources available to learn more. Include your business card!

### 1. Getting Acquainted

Try to have chairs or desks arranged in a semi-circle. Bring along a simple snack and box/bag drinks. Informally share a little about yourself and why you have come to visit. Ask them if they have any questions before you start. Write these down on a chalk board or on your own notepad. Assure them you will answer questions during or after the presentation. Let them know the schedule: Presentation, Hands-On Stations, Whole Group Q & A Time.

### 2. Presentation: Keep to 10–15 Minutes. PowerPoint or Photos help. Tips for what you might share:

How did you get into the career of field?

How has the field evolved? Past, present, and looking into the future.

What are your roles and responsibilities?

Whom do you work with? Is there a team atmosphere?

What do you like best about your job?

What kind of personal talents, passions, interests, and styles match this job?

What does the career ladder in your field look like from entry jobs to professional levels? Great to have a handout with this information and web links related to jobs, giving education requirements and opportunities.

What is the basic education and training required for entry to professional levels?

What education or training is needed or available to advance and grow in the field?

How does technology impact and serve as a tool in your job and in the field?

What other careers could you go into? What industries or fields could you work in?

What studies, classes, degrees, and training programs are suggested?

What hobbies, books, college visits, or company tours would be helpful?

What do you value and enjoy most about your job or career?

How does your job or career impact being a parent or family member?

Has the job or career helped you make a difference in your community?

### **3. Break into 3 or 4 Groups to Experience Learning Stations**

*Reach Out* will help you come up with hands-on stations and have someone to lead each one as students rotate. You can mingle among students, answer questions arising at stations, and offer more insights.

### **4. Whole Group**

Bring everyone back to seats. Summarize what you hope they learned about your career and field. Have time for Q & A. Go over the take-home resource packet you brought for them.

Note: be ready to deal with money-related and more personal kinds of questions. Some may ask how much money you make and how you financed college and further education. Other personal questions may come up. Be ready to decide what to share and what to state isn't appropriate. Examples are type of house you own, cars you drive, vacations you can take, retirement plans and savings, why you do or don't feel secure in job or company.