



## Classroom Speakers: Tips for Teachers

1. Be very specific about what you would like the speaker to cover.
2. Provide detail about how to enter your building, and where the speaker will be presenting. Talk about the lay-out of your classroom. This may be helpful if the presenter is planning group work or interaction of some kind.
3. Prepare your students for the speaker. Set clear expectations for behavior, and follow through quickly if issues arise so that the speaker is not interrupted.
4. Respect the speaker's time. Carefully schedule and confirm with your speaker.
5. Plan ahead. The likelihood of getting a great speaker is much better if you allow time to prepare and schedule. Remember, speakers have full time jobs, and they must adjust their schedule to accommodate your request. Requests should be made a minimum of two weeks prior to the visit, and ideally a month in advance.
6. Keep information about great speakers so you can re-connect in following years.
7. Prepare students to ask good questions.
8. Send a thank you to the presenter. Better yet, have students send thank you notes or sign a card. Not only does this make the speaker's day, but it also helps students learn professional etiquette.
9. Take time to evaluate your experience. Complete a classroom presentation survey in Career Cruising or click on the link below.

***For more information, visit [thetalentlink.org](http://thetalentlink.org).***