



SUGGESTIONS FOR CAREER PRESENTATIONS

The following guidelines may be helpful as you prepare a career exploration presentation:

- Introduce yourself, your profession / business, and your job title.
- Tell about how you developed an interest in this career. Include examples of activities that the students might enjoy doing at now to develop their future interest in this career, i.e. electronics, mechanics, sewing, designing.
- Describe the responsibilities of your career and what personality types fit well with your specific job. If possible stress the diversity that can be found.
- List the qualifications or training skills that are necessary for your career.
- Tell the students what they can do now to prepare for your career.
- Stress the importance of education and training as a means to obtain a career goal. Emphasize the need for a HS diploma and appropriate training or a college degree, as well as the process of continuing learning.
- Use as many personal anecdotes as possible. Students identify with stories.
- Ask group questions. Try to pull students in and keep them focused through group participation, questions, and hands-on examples.
- Emphasize the importance of teamwork in today's business environment. Include the value of getting along well with others and good communication skills.
- Describe your work place, the work hours and the responsibilities of your job. Students also like to hear about salary ranges, especially as \$xx/hour or average annual salary.

- Talk about the impact that technology has had on your career and how it will continue to impact it in the future. Discuss the computers and software that you use.
- Share the main advantages and challenges of your job.
- Discuss the importance of problem solving. For example, talk about how large problems can be broken down into smaller pieces.
- Describe the future job market for your career.
- Share any personal 'secrets to success'.
- Stress the importance of thinking about careers now.

Keep in mind as you prepare your presentation that students will be at a variety of levels when it comes to career exploration and development. Therefore, you may see a wide range of interest and questions.

These tips are provided by The Workplace Learning Connection. For more tips or information about our organization, visit our website at www.workplace-learning.org or call our office at 398-1040.