

# Volunteer Presentation Suggestions and Tips

## BEFORE YOUR VISIT

Communicate thoroughly with the teacher beforehand about the topic and any specific points to include during your presentation (see Confirmation Email for contact info). The teacher or coordinator is responsible for contacting you, but if time gets tight, please connect with them. The teacher can talk to you more about the class and what they are hoping the students will get out of the presentation. They will also have valuable information on the type of students in the class. Email is usually most effective, as teachers are very rarely at their desks.

## HELPFUL QUESTIONS TO ASK THE EDUCATOR

- What are the students like? Is the class quiet, chatty, reserved?
- Do they have any background knowledge on the topic? Have you covered it in class?
- For older classes: are they mostly college bound, or getting ready to enter the workforce?

## INFORMATION TO COVER IN YOUR PRESENTATION

- Name of your company/organization and a couple details about the organization. (Names, brands or terms that a teen would know).
- Your current job and what you do daily.
- Your educational background (schools attended, majors, etc.), information about your career path as relevant and if there is enough time (past jobs, first job out of college, how you got where you are today).
- Professional/educational characteristics a person who would like your job should have or acquire.

## PRESENTATION TIPS AND IDEAS

While you may be an experienced presenter, giving a presentation to students is a unique experience. Here are some tips on how you can engage the students, and make it rewarding for all.

- **Visual Aids:** Use video clips, PowerPoint presentations, handouts, etc. Be sure to confirm the classroom's technology set up in advance.
- **Audience Participation:** Involving students in your presentation keeps it engaging and helps them retain information, as well as focus their attention. Ask the students questions or conduct group polls. Also use "turn and talk" to share ideas, and then share with the class. For example: What do you know about my topic? What are the advantages of owning a credit card? What skills do you think some one in \_X\_ career needs? Think of questions that are relevant to your presentation beforehand.
- **Freebies and Handouts:** The students love it if there are promotional products from your company that you can bring. If you only have a few, make it a contest. One way to capture their attention is to tell them at the beginning that you are going to quiz them, and they will receive prizes for involvement. Hershey Kisses or other small candy can be handed out as prizes as well.
- **Examples Should Pertain to a Teenage Audience:** Students can recognize and appreciate it when a speaker is genuine. Use stories from your personal experiences, your children, or a client/customer experience (keeping in mind confidentiality) to relate the topic to a real-life situation. Don't assume students understand industry terminology or jargon. Students remember more of the presentation when they can connect it to a story!

**Thank you for volunteering! The BestPrep staff, educators, and students greatly appreciate your support of the program.**