

Carter Lomax Career Day Presentation Guidelines

Thank you! We are excited to have you speak at Carter Lomax Career Day. Your participation is key to making this event a success. As successful individuals in the community, making presentations or public speaking may not be new to you. However, this may be the first time you have an audience of 5th or 6th graders. As such, we would like to provide you with some general guidelines to make your session a success.

Career Day sessions will be held in conference format. Students will rotate among speakers, attending four different 20-25 minute presentations.

Sessions/Presentation: You will be assigned to a classroom where you will remain from 9:00 am to 11:00 am. Each session will be 20-25 minutes total, including question and answer time. You will present the same presentation to four different groups of students.

Audience: You will be speaking to groups of 25-30 5th or 6th graders. Students are 10-13 years old.

Topic/Talking Points: Your presentation should expose students to the field/profession you are in; the training and/or education required for the position; your experience. Presentations can answer some or all of the following questions:

- What were your career interests during middle school?
- What was your educational experience/training like?
- What led you to this field? How did you prepare for your position?
- What training or education is needed to prepare for this field?
- What are the most interesting aspects of the career field?
- What qualities and skills do employers in this field look for in new employees?
- What are the starting salaries for entry level employees? How do these change with experience?
- What trends or changes will occur in this field in the future?
- What advice do you give for those interested in this field?
- What is a typical day like in your position?

Presentation Tips

Please feel free to plan your presentation to best meet your personal style. You do not have to have a PowerPoint presentation, handouts, or hands-on items, but they are encouraged, given your audience. Below are some suggestions:

- **Interactive Presentation**

For this age group, audio-visual and hand-on items keep students engaged. Our students recognize presentation media such as PowerPoint and visuals. Slides can be brief, and you may include pictures and sound.

All of our classrooms have PC computers with smart boards. Your presentation/information (in Microsoft format) can be projected on to them if they are on a memory stick or cd.

- **Hands-on**

Hands-on examples of what you are referring to in your presentation keep students interested. Feel free to bring items you use every day as part of your job. If you require special accommodations for anything you are bringing, please let us know.