

Guest Speaker Guidance Sheet (for Careers Talks)

Purpose of the Talk

To help students understand real career pathways by offering insights, guidance, practical lessons, essential workplace skills, and motivational tips that inspire them to make informed decisions about their future.

What to Include in Your Talk

1. Introduction (2–3 minutes)

- Your name, job title and organisation
- Brief summary of what your company does

2. Your Career Journey (5 minutes)

- Where you started (school subjects, interests, early jobs)
- What inspired you to choose your career path
- Qualifications, training or apprenticeships
- Key turning points or decisions
- Challenges you faced and how you handled them
- Your disappointments, as well as successes

3. About Your Job and Sector (5–7 minutes)

- Description of your current role and what a typical day looks like
- Key responsibilities
- Skills and qualities needed
- Which aspects of the job you enjoy/do not enjoy
- Examples of exciting projects or real impact
- Why the job/industry matters
- Common misconceptions about the field

4. Pathways Into the Career (3–5 minutes)

- Entry routes (university, apprenticeships, vocational, work-based learning)
- Useful subjects or experiences

- Opportunities for progression
- Advice for young people interested in this path

5. Skills for the Modern Workplace (3–5 minutes)

Highlight skills students should focus on, such as:

- Communication
- Teamwork
- Problem-solving
- Creativity
- Digital skills
- Time management and resilience

6. Tips and Inspiration (2–3 minutes)

- What you wish you had known at their age
- Your best piece of career advice
- Encouragement to explore different options

7. Q&A (5 minutes)

- Invite questions and offer practical, honest answers.
- Provide any handouts or digital resources
- Leave contact details for follow-up (optional)