
SPEAKER'S GUIDE

General points

Who will be there?

School security regulations require that a non-CRB-checked visitor to the school has a teacher present at all times, so expect that. Do not be surprised if you are speaking to just a small group – you have an even better opportunity to 'connect' and make a difference in a small group. It might also be that there are other Speakers there, too. The school will have had to contact a few of you personally to have made this happen – to slightly move timings. If that's what happens, work to make it an overall positive experience for you all. Could be that there are positive outcomes for you and your organisation by interfacing with these other speakers, too.

Keep it simple

- Keep it simple and face-to-face.
- You're the expert here, but remember, the audience isn't.
- Allow a maximum of 20 minutes for your talk, and leave a further 10 minutes for questions at the end. The questions may be really straightforward or off the wall, so please ready for anything. If there are no questions, we recommend that you have a few more topics up your sleeve that you can talk about if required to.
- We recommend that you ask a teacher to keep time for you, allowing you to focus on delivering the talk.
- Try and include a bit of humour and a joke or two to keep it light.
- If you have any freebies you can take along from your company - why not? ICES can also provide careers leaflets about Surveying. Please contact us if you would like these sending directly to the school or college, prior to your talk.
- **Visual aids can add impact to your message. Not every venue will have a laptop/projector, so please check well in advance of your talk.**

We suggest a script along the lines of...

Introduction

Name/Job title/ company/employment type/where I work
If you went to the same school or college – say so
“I’m pleased to be here to tell you about the job I love.”
Remind them there will be question time at the end
Tell them to keep a note of any questions as you go along

Why I got interested

My reasons for entering the career in the beginning
Why I am well-suited to my career
My attributes, skills, what I was good at/interested in when I was their age

How I got started - qualifications

My qualifications
Where I obtained them (if relevant)
Training I’ve since done in the job and why
Why my choice of GCSE subjects/A level subjects/degree was especially important (if relevant)

My career path

Worked my way up over some years
Worked for a number of different employers
Sidestepped from another career
Developing my own business – if relevant

A day in the life of...

The main function of the organisation I work for now
A typical working day for me - unpack

The good and bad

The aspects I especially enjoy and the challenging areas (*– more good than bad!*)

Earning potential (*Be open and realistic.*)

What the earnings are like
How salary/wage bands increase with experience.