



GUEST SPEAKER HANDBOOK



HOUSING & BUILDING
ASSOCIATION
OF COLORADO SPRINGS



**ASSOCIATED
GENERAL
CONTRACTORS**

Thank you so much for volunteering your time to be a guest speaker for Careers in Construction!

Connection 2 Construction Purpose:

The purpose of Connection 2 Construction is to help bridge the gap between the classroom and the construction industry. By enhancing the industry presence in our local chapter's schools, students will develop a greater awareness and interest in the construction pathways. The industry's involvement in the classrooms will allow more students to have employment opportunities.



Things to Remember:

- **Check-in**
 - **Make sure to bring your ID with you because you will need it to check-in to the school's front office.**
- **Technology**
 - **Please let CIC staff know if you plan on using a computer or projector for your presentation.**
- **Hand Outs**
 - **If you plan to bring handouts, please let a CIC staff member know so they can give you a head count.**
- **Pictures**
 - **If you would, bring pictures of current or past projects. We find that students respond well to visual aids.**
- **Hands-On Activity**
 - **If you would like to bring a hands-on activity to further engage students, i.e. nail driving contest, conduit bending, etc., feel free to do so.**
- **Company Swag**
 - **Give to all students or those students who participate in Q&A.**
- **Questions**
 - **Leave time for students to ask questions. Please refer to pages 4 and 5 in the handbook for potential questions students may ask.**

Suggested Talking Points Outline:

- I. Introduction**
 - a. Name**
 - b. Company**
 - c. Job title**
- II. Current Position**
 - a. Time in current position**
 - b. Typical day**
 - c. Current projects**
- III. Company**
 - a. Typical projects**
 - b. Locations/areas served**
 - c. Size of company**
 - d. Company culture**
 - e. Discuss the realities of the world of work**
- IV. Career Pathway**
 - a. Education**
 - b. Positions held before current position**
 - c. Potential for career growth in current position**
- V. School Subjects/Employability Skills**
 - a. Discuss how particular subjects in school align with your day-to-day operations**
 - b. Discuss the importance of employability skills like time management, problem solving, communication, etc.**
- VI. Questions from Students**

***Please note that this outline is an example and does not need to be followed exactly.**

Questions students might ask:

General Interest

1. Why did you choose this job?
2. How many years have you been working in your job? How many more years do you plan on working at your job?
3. Do you enjoy your job?
4. Can you describe your typical day?
5. What are your favorite things about your typical day?
6. How many different types of jobs are there in your field of work? What are they?
7. How would you rate your job on a scale of 1-10 based on fun?
8. Is your job mainly physical strain, mental strain, or both?
9. Did you know you were going to be doing this job when you were our age?
10. Does your job take any special talents?
11. Does your job seem exciting to you?
12. Can you live and work anywhere in the U.S., or can you only do your job in certain places?
13. Are there any limitations on your personal and/or social life because of the nature of your work?
14. What are the best jobs in your field?
15. Are there many openings for your type of job now? Will there be in the future when I am old enough to choose my career?
16. How would you advise me to plan for my future?

17. What are some other interesting jobs that might be related to yours?
18. What job would you choose if you didn't do what you do now?
19. What do you think are going to be good jobs in the future?
20. What is the most satisfying thing about a job? Money? Vacations? Co-Workers? Retirement? Or what?
21. What are some things you don't like about your job?

Education and Training

1. Does your job require a high school, community college, technical college or 4-year college education?
2. What classes or courses should I take to prepare for this career?
3. What were your favorite classes in school?
4. Does your job change often? If so, how do you update your knowledge and skills?

Working Conditions

1. How many days do you work each week?
2. How many hours a day do you work?
3. Do you belong to a union?
4. How are your vacations awarded? How long are they?
5. What sort of tools do you use? Do you have to buy your own tools?
6. Are promotions possible in your job and if so, what must you do for a promotion?
7. Do you ever get transferred and can you be transferred if you want to be?
8. Do you work with other people or mainly by yourself?

9. Do you work for yourself or for someone else?
10. Are there any health hazards in your job?
11. Do you work primarily indoors or outdoors?
12. Do you need any special physical characteristics to do your job?
13. Do you have to travel much in your job?

Money

1. How much money do people in your type of work generally make when starting out?
2. Do you get overtime pay?
3. Are you paid by the hour, a fee that you charge, sales commission, or salary? What is the difference?
4. Will you receive a pension when you retire?
5. How is your job affected by the economy?
6. What fringe benefits do you receive?