Instructions

Resource Activity	Suggested framework for school presentation
Resource Includes	Instructions only
Learning Outcome	To assist employers to prepare for student presentation
Outline	A simple framework outlining the information to include in the school presentation to students.
User	Employers
Timing	During the employer/school planning stage
Procedure	After the initial discussions between the Host Employer or Industry and the organising teacher and decisions have been made about the student year group, the format and date of the program, etc the next step is to promote the program to students.

Where it is decided that the Host Employer or Industry makes a presentation to a group of students, the information should include who, what, why, when, where and how, as follows:

- **Who:** about the employer, the type of business activity, number of employees and the types of employment

- **What:** a description of the Work Inspiration activity (number of days, what they will do, number of students, etc)

- **Why:** why students should be involved and how they will benefit

- **When:** dates and times of the program

- **Where:** the location of the Work Inspiration activity and any other locations that will be visited

- **How to apply:** an outline of the application process, where to get an application form, deadline for applications and the name of the organising teacher to contact if there are any questions.

Keep PowerPoint presentations interesting and full of images – beware of death by PowerPoint.

The presentation should be dynamic and interesting for students to gain and keep their attention.

It is suggested that any handouts, information or application forms should be available at the end of the presentation.

When attendance at the presentation is voluntary (for example at lunch time), a poster promoting the presentation should be displayed in suitable locations around the school in accordance with the organising teacher and school policy (see Resource 13. Get involved in Work Inspiration poster).