

## SECTION FIVE: THE WORKPLACE

### HIRING PROCEDURES AND WORKPLACE EXPECTATIONS

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**ACTIVITY:** Guest Speaker, with Q & A period.

**TIME:** 1 hour

**LEARNING OUTCOME:** Will depend on the guest speaker. Participants will have practised asking meaningful questions of an employer or other speaker.

**DESCRIPTION:**

- ❑ See Preparation, page 12, of this Facilitator's Guide.
- ❑ The day before your guest is scheduled to speak, have participants prepare a list of questions they would like answered. Use the worksheet on **page 44** of their workbook.
- ❑ Instruct participants to fill in the answers to their questions during the presentation and, if questions are not addressed during the presentation, to ask them in the question/answer session.

**THE WORKPLACE:  
PREPARATION FOR GUEST SPEAKER**

Create at least five questions you would like answered by the guest speaker in this workshop. If they are answered during the presentation, fill in the answers. If not, ask at least one of your questions during the Question-Answer session.

**Question:** \_\_\_\_\_

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**Answer:** \_\_\_\_\_

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**Question:** \_\_\_\_\_

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**Answer:** \_\_\_\_\_

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**Question:** \_\_\_\_\_

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**Answer:** \_\_\_\_\_

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**Question:** \_\_\_\_\_

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**Answer:** \_\_\_\_\_

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**Question:** \_\_\_\_\_

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**Answer:** \_\_\_\_\_

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