



AOBT Guest Speaker Lecture Schedule 2012-13: **Expectations in the Workplace**

A thirteen-topic lecture series teaching 12th grade students to be successful on the job
(prepares students for field-placement internships during their second-semester)

	LECTURE TOPIC	DATE & TIME	GUEST SPEAKER
WEEK 1:	1. The Value of an Internship <i>How an internship can put you a step ahead of the rest</i>	Tues, Jan. 29 1:15 – 2:15pm	TBA
	2. First Impressions & Climbing the Ladder <i>How to appreciate starting at the bottom, make a positive impression, and rise to the top</i>	Wed., Jan. 30 1:15 – 2:15pm	TBA
	3. The Positive Employee: Knowing Your Place <i>How to manage your emotions, maintain a positive attitude, and embrace your role as part of a team</i>	Thur., Jan.31 1:15 – 2:15pm	TBA
WEEK 2:	4. The Resume & Cover Letter Today <i>How to add detail and tailor a modern-day resume to the job opening</i>	Mon., Feb. 4 1:15 – 2:15pm	TBA
	5. The Perfect Job Interview <i>How to stand out from the rest and win the job</i>	Tues., Feb.5 1:15 – 2:15pm	TBA
	6. Live Feed Interviews: <i>*This is not a guest speaking engagement, but rather an opportunity to do short, filmed practice job interviews with students – 2 days</i>	Thur., Feb. 7 & Fri., Feb. 8 12:15 – 2:15pm	TBA
WEEK 3	7. Honesty & Trust in the Workplace <i>How to practice ethical, dependable behavior and earn a supervisor's trust</i>	Mon., Feb. 11 1:15 – 2:15pm	TBA
	8. Phone Etiquette <i>How to answer phones, greet customers, take & leave messages, and more</i>	Tues., Feb.12 1:15 – 2:15pm	TBA
	9. Workplace Rules of Social Technology <i>How to manage the office do's & don'ts of Facebook, e-mail, & cell phones</i>	Thur., Feb.14 12:15 – 1:15pm	TBA
WEEK 4	10. Manners & Protocol at Work <i>How to practice the do's and don'ts of office dress, conversation, procedure, and breaktime</i>	Tues., Feb. 19 1:15 – 2:15pm	TBA
	11. The Importance of Punctuality <i>How being inconsistent, late, or calling in sick can get you fired</i>	Wed., Feb 20 12:00 – 12:50pm	TBA
WEEK 5	12. Following Directions on the Job <i>How to pay attention to detail, admit mistakes, and not make excuses</i>	Tues., Feb.26 1:15 – 2:15pm	TBA
	13. Initiative: Proving Yourself at Work <i>How to go above & beyond, and impress your supervisors in the workplace</i>	Thur., Feb.28 1:15 – 2:15pm	TBA

NOTE: In the 1-hr time slot above, guest speakers present to one class of 12th grade students. We recommend a lecture of no more than 25-30 min, followed by an illustrative activity. All lectures are held at Clairemont High School, Classroom Computer Lab 201.