

Career Development Agendas

Agenda 1: Guest Speaker Panel

HOSA meetings don't just have to be informational. We encourage you to frame some meeting around educating students on health career events. One of the most interesting and educational ways to go around this is through a guest speaker. This meeting highlights a specific healthcare career through a guest speaker or panel of professionals. It gives members a chance to learn about real-world experiences and ask questions.

Tips on reaching out to a guest speaker

1. Just Reach Out
 - a. Contact local orthodontists, dentists, hospitals, or clinics. Many have contact information online and are happy to share their experiences.
 - b. Check local or state medical/dental societies, hospitals, or universities for outreach programs.
2. Use Connections
 - a. Ask friends or family
 - i. someone you know may work in healthcare and be more willing to help
3. In first reaching out:
 - a. Be clear
 - i. Explain who your audience is (HOSA members, high school students, etc.)
 - ii. Share the topic or focus you'd like them to cover and how it benefits your members
 - b. Be flexible
 - i. Offer in person, virtual, or hybrid presentations as some professionals may not be able to come in physically
 - ii. Suggest a short and reasonable time for speaking (Approx 20-30 minutes)
 - c. Communicate Professionally
 - i. Reach out via email, phone, etc.
 - ii. Keep messages brief
 - iii. Proofread carefully
4. Give Notice
 - a. Contact speakers prior to meeting date to confirm
5. Follow Up
 - a. Send a thank you email
 - b. Recognize their contribution through a post/announcement