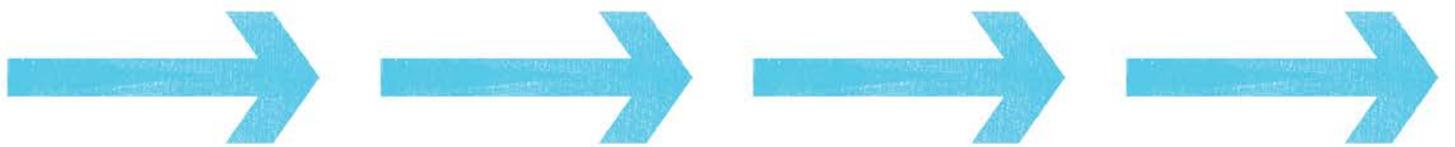


THIS WAY AHEAD



» INFORMAL PRESENTATIONS

WELCOME

Congratulations and welcome to the This Way Ahead team! Thanks for volunteering to share your experiences and expertise with TWA participants. A few tips to get you started:

- **Be prepared.** Read through all materials and connect with any co-facilitators prior to your workshop. Arriving 15-30 minutes in advance to map out the room and get settled will make for a calmer experience for yourself and your audience.
- **While it is not in any script, your presence alone is a learning experience for the youth.** Your presence includes how you respond to questions or comments, your facial expressions, your story...YOU! The youth are watching and picking up messages from your presence. This will add to their overall experience in the sessions and their willingness to share. Be yourself.
- **Based on logistics or group size you may have to tweak your workshop.** This is ok. If the dialogue that is occurring is powerful you may decide to let it run longer and shorten something else. Be flexible. The ultimate goal of this workshop is for the youth to have a new learning experience.
- **Command the group with your knowledge of the material, your personality, and your voice.** The youth will know if you are not committed or unsure. To eliminate this possibility, limit the amount of verbatim reading you do.
- **Lastly and most importantly... HAVE FUN!** Making the sessions fun and energetic depends on you so go ahead and have fun with it!

Happy volunteering!

ICON LEGEND

Live Timestamp



Section Duration



0:00 – INTRODUCTION (10 MINS)



Say: Presented as either scripted text or general idea to be expanded upon.



Ask: Presented as either scripted text or general idea to be expanded upon.



Chart pad: Presented as instructions to write topics on chart pad during presentation, or as instructions to review pre-written topics.



Participant involvement. Presented as instruction on how to involve the participants.



Handouts. Presented as instructions on handing out specific documents

OVERVIEW & PREPARATION

PURPOSE

This workshop is an opportunity for the youth to practice their communication and presentation skills. This can be viewed as a chance for the youth to step out of their shell and receive important feedback on skills they will continue to use throughout their life. These skills connect to future modules (Group Interviewing) and many activities they may encounter in their everyday life (reports, job search, college interviewing). The youth will get some general presentation tips and a chance to practice live in front of their peers. Some young people will struggle with this assignment. It is important that everyone participate since the only way to improve is by practicing. You and the other facilitators should be modeling all of the “do’s” of effective presentations presented throughout the workshop.

As the facilitator, you will help guide the participants through the following:

- Learn about presentation Do’s and Don’ts
- Deliver an impromptu presentation in front of peers
- Give and receive feedback
- Reduce anxiety about speaking in front of an audience

MATERIALS REQUIRED

Material	# of Copies	Owner
Feedback form page	“Continue/Even Better If” feedback forms	Provided as master sheet to be photocopied and cut in half by community partner staff
Presentation topics	About 18 different topics	Provided as master sheet to be photocopied and cut into strips by community partner staff
Bag (to hold presentation topics)	One	Provided by community partner
Presentation Cues	One per participant	Provided as a master sheet to be photocopied and cut by community partner staff
Chart pad	One pad	Provided by community partner
Pens/pencils	One per participant	Provided by community partner
Participant Guide	One per participant	Provided as a master sheet by facilitator + photocopied by community partner staff

REQUIRED ON-SITE PREPARATION

Chart pad	<ol style="list-style-type: none"> 1. On one chart paper, write the Purpose of the workshop 2. On another chart paper, write the Presentation Do's 3. On another chart paper, write the Presentation Don'ts
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AGENDA

0:00 – INTRODUCTION (10 MINS)

-  Introduce yourself & others, describe your own work history. Keep it casual if you are returning. Explain the importance of good presentation skills. Share your own comfort level with giving presentations. Explain that this is a hands on-workshop.
-  Review list of “Purpose” on chart pad and elaborate.
-  Ask: “Any questions?”
-  Explain that these are good skills to practice and become comfortable with in preparing for a job and good life skills in general. Explain that this exercise is designed to be useful. Explain that executives created the “Dos and Don’ts” list. Have students quickly introduce themselves by sharing their name and one thing they love doing. When complete say, “Congratulations, you just did your 1st informal presentation!”

0:10 – REVIEW PRESENTATION “DOS & DON’TS” (10 MINS)

-  Review list of “Do’s” on chart pad and elaborate.
-  Explain that these “Do’s” will make you a good presenter.
-  Review list of “Don’ts” on chart pad and elaborate.

0:20 – PRACTICE PRESENTATIONS (60 MINS)

-  Ask: “Who here has had to present with no notice? On the spot?”
 -  Provide an example of when they might have had to.
 -  Ask: “What are your experiences?”
 -  Explain that each person will give a one minute presentation. Explain the purpose of the presentations. Explain the scenario and setup. Explain how participants will provide feedback.
-



Divide participants up into two groups (one directed by you, one directed by another facilitator or a community partner staff person).

Start the activity by inviting one participant up.

Signal each presenter when 10 seconds are left.

Allow time for feedback, both self-reflective and from 2-3 peers.
Have each participant present once until each participant has done their presentation. If time allows, have participants take a second turn

1:20 — WRAP UP (5 MINS)



Explain that they must practice on their own to improve. Thank them for their efforts.

SCRIPT

0:00 – INTRODUCTION (1 MIN)

-  Say: “ Welcome to Informal Presentations! My name is _____ and I am your facilitator for this workshop.” Keep it casual if you are returning. Explain the importance of good presentation skills.

Introduce yourself, co-facilitators, and any observers. Share with the group the store you work in and how long you’ve been employed with Gap Inc. If you are comfortable, share your work history, what kind of work you’ve done, how you got from job to job, etc. Share your own comfort level with giving presentations. Be open.

0:01 – INTRODUCTION OF THE INFORMAL PRESENTATIONS WORKSHOP (1 MIN)

-  Use your own words and explain that the development of good presentation skills will improve their confidence when speaking and allow them to convey information in a clear and compelling way.

Explain that this is a hands on workshop with many opportunities to practice and receive feedback. The goal is for them to walk out at the end of the session as more confident and skilled presenters.

Acknowledge that you will do your best to model good presentation skills during the course of the day and will request their feedback on your skills at the end of the workshop.

-  Ask: when might public speaking skill be useful in your lives? Explain that these skills can be used at many different times, such as on an interview and when meeting new people.

0:02 – REVIEW PURPOSE ON CHART PAD (3 MINS)

-  Review Purpose: You may ask one of the youth to read this aloud
- Learn about presentation Do’s and Don’ts
 - Deliver an impromptu presentation in front of peers
 - Give and receive feedback on skills shown
 - Reduce anxiety about speaking in front of an audience

-  Ask: “What questions do you have about this workshop?”

Answer any questions.

-
-  Explain that they will learn the skills of an effective presenter not only by practicing them, but also by watching their peers and providing feedback to each other. Share that everyone will stand up in front of the group and everyone should give feedback. The purpose is not to achieve perfection, the purpose is to PRACTICE!
-

0:05 — GETTING STARTED (5 MINS)

-  Say: “We wanted to give you a real life preview into what kind of quick presentations you may have to do in real life. We do many of them every day. Store visits, training, with customers. Here are some tips to consider.”
-

Review the tips and encourage the group to use what they need as they see fit.

0:10 — REVIEW PRESENTATION DO'S (5 MINS)



Principles for Making Effective Presentations

- Focus your point of view.
 - Present a clear and focused point of view. Have an opinion.
 - Get to the point quickly.
 - Stay on topic.
 - Have the details. Answer questions directly without being wishy-washy.
 - Make sure you're clear on the question being asked before you answer it.
 - Don't give too much detail.
 - Offer detailed back-up material for those who want it.
 - Be collaborative.
 - Use words that set a collaborative tone (e.g., “we” rather than “I” or “you”).
 - Be open to others' ideas.
 - Talk about the impact of your recommendation on other people.
 - Build credibility.
 - Don't try to fake it. Say, “I don't know” if you don't know.
 - Get your facts straight before you present.
 - Keep up your energy to the end of your presentation.
 - Close with a bang.
-

0:15 — INTRODUCE PRESENTATION DON'TS (1 MIN)

-  Say: “Do you have any other suggestions for presentation do's? So if those are the factors that will make you a successful presenter, there must be factors that can make you unsuccessful. We call these “presentation don'ts.”
-

Explain briefly these principles.

0:16 — PRESENTATION DON'TS (5 MINS)



- Go in unprepared... just wing it! Explain that there are times when preparation isn't possible but when speaking on a topic you are unfamiliar with, preparation is always smart.
- Belabor a point (“beat a dead horse”).
- Cram too much information into your presentation (more than the 3-5 main points).
- Introduce new concepts and information at the end of your presentation.
- Argue with—or put-down—a member of the audience.
- Lose your sense of humor.
- Avoid eye contact with your audience.
- End without asking your audience to take some kind of action.



Ask: “After hearing these do’s and don’ts, where are some places you can use these tips?” Ask if the students have any additional tips they want to add.



Wait for responses.



Say: “In designing this workshop we didn’t want it to be a generic presentation skills class. Instead, we really wanted it to be useful to you for those times when you are put on the spot.”

0:21 — TRANSITION TO INFORMAL PRESENTATION ACTIVITY (1 MIN)



Say: “With these very important tips in mind, let’s now move forward and discuss a kind of presentation you do all the time, the informal presentation.”

0:22 — INTRODUCE ACTIVITY (5 MINS)



Ask: “How many of you have ever had to make a presentation without notice?”



Acknowledge responses.



Say: “Perhaps you were called on by a teacher or stopped in the hallway or turned to in the cafeteria and asked to present your point of view on a particular topic. Nothing formal, no overheads or handouts. Just someone turning to you and asking: ‘So tell us your point of view about topic X.’”



Acknowledge responses.



Say: “Now, in the spirit of making this workshop as real as possible to your everyday experiences, each of you are going to get a chance to practice making a one minute informal, on-the-fly presentation.”

Explain that the purpose of the activity is to allow participants to practice presenting informally and spontaneously.

Explain the scenario for the activity:



Say: “You will choose a topic out of a bag and walk to the front of the room and deliver your response to the group. Your response should be about one minute long. I will signal you when you have 10 seconds left, and call ‘STOP’ when your minute is over. When you are finished you will share one thing you think you did well and one thing you could do better next time.”

Explain that students will fill in the name of every presenter on a separate feedback form and they will provide written feedback on that presenter's form after each presentation. They must include one thing the presenter did well and one thing he/she could do better next time. It is important to respect your peers by giving them your full attention while they are presenting. Wait until they are done to write comments.

Explain that students will receive feedback forms from all of their peers and from yourself at the end of session. Explain that you will take 2 feedback comments (what went well and one "even better if") from the group after each person has completed his/her presentation.

0:30 — REVIEW PRESENTATION DOS (50 MIN)



Say: "We will be focusing on the presenter's ability to quickly pull together and collect their thoughts, articulate a point of view, and their general presence. Let's get started!"



Have students split into two groups. One volunteer will take a group to a separate location and begin while the other group stays in the room. Gauge the group size and decide if two groups are needed. You may be fine with one group while your co-facilitator helps with notes/feedback.

Model this activity by pulling a topic out of the bag and giving a one minute presentation yourself. (You may also pre-select a topic if this is easier.) Don't hand out topics in advance. Rather, the student should pick the topic out of the bag on his/her way up to the front of the room. Give him/her a chance to read the topic and then prompt him/her to start.

Have the first student pull topic out of bag and start. Be sure to monitor time and give hand signal when he/she has 10 seconds left. Tell him/her "Stop" at the one minute mark and let him/her share what he/she thought he/she did well, and what he/she could do better.



Allow 1 minute for everyone to document their feedback. Ask for 2-3 students to share their feedback for each participant then go to the next student. Students should present in front of the group even if they feel nervous or uncomfortable. Explain that these situations happen all the time in real life, and that this practice can be very helpful in getting ready for those occurrences. If time permits have students do a second round of informal presentations.

1:20 — WRAP UP (5 MINS)



Say: "Each and every 'informal presentation' you give is an opportunity to enhance your reputation and credibility."



Thank students for their willingness to practice on-the-spot presentations and give the group positive reinforcement (try to use specifics from what you just saw) for the presentations they just completed. Ask the youth to share their feedback on your presentation skills. Share with students that these skills will be used in the upcoming Group Interview workshop.

Wrap up and close.

PRESENTATION FEEDBACK for:

Continue:

Even better if:

PRESENTATION FEEDBACK for:

Continue:

Even better if:

What is one thing you have learned since you started this program?

How could you be a better student?

What is something you are really good at doing?

What does it mean to be a good leader?

Who would you like to invite to dinner and why?

Who do you look up to the most?

If you could only eat one food for the rest of the week what would it be?

What does it take to be successful?

Describe what a perfect day would be for you.

What inspires you and why?

What is your favorite class and why?

What is your pet peeve?

What is the one thing you could do better?

What are you most proud of and why?

What is your favorite song and why?

What makes a good employee?

What is your favorite store and why?

What is something that you have improved?

What makes you an amazing person?

If you could visit one place, where would it be and why?

What is your favorite TV show and why?

What do you wish you knew how to do and why?

Describe a perfect day for you

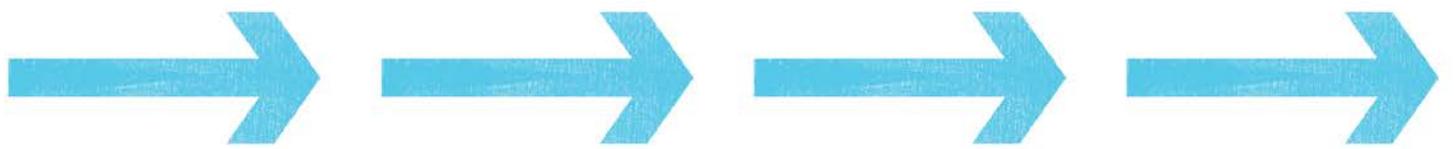
If you were showing people around your city, where would you take them?

What is the best thing about your school?

If you could give away \$500 who would you give it to and why?

What makes you a great person to hire?

THIS WAY AHEAD



» INFORMAL PRESENTATIONS

INFORMAL PRESENTATIONS

HOW TO PRESENT LIKE A PRO

PRESENTING YOURSELF

When you are thinking about applying for a job, how you present yourself is often half the challenge. Informal presentations can happen in the simplest situations. For example, when you call an employer to inquire if they are hiring, or when you ask an employer for an application or when you go for the interview. Often how you present yourself, either on the phone or in person, is just as important as what is on your application or what you will say during the interview.

The benefit of developing good presentation skills is to improve your confidence when speaking in front of others and allow you to convey information in a clear and compelling way. Presentation skills can also be very applicable when you are interacting with customers or when you are meeting new people.

Informal presentation skills are necessary to build and keep in your toolbox as you prepare for a job. Effective presentation skills can also help you in many other experiences you will face during your lifetime, whether it is for a job, for school, or in interactions with friends or family.

PRESENTATION DO'S

- **Keep focused:** Focus your point of view. Present a clear and focused point of view. Have an opinion too.
- **Stay on topic:** Get to the point quickly and stay on the topic. Answer questions directly without being wishy-washy. Make sure you're clear on the question being asked before you answer it.
- **Be brief:** Don't give too much detail. Offer detailed back-up material for those who want more information.
- **Be collaborative:** Use words that set a collaborative tone, as in "we" rather than "I" or "you." Be open to others' ideas. Talk about the impact of your recommendation on other people. This builds up your team playing ability.
- **Build credibility:** Don't try to fake it, be honest. If you don't know, just say, "I don't know." Get your facts straight before you present.
- **Close with a bang:** Keep up your energy to the end of your presentation.

PRESENTATION DON'TS

- **Wing it:** Don't think you can just walk into an interview and do well. You must prepare somehow.
- **Beat a dead horse:** Don't belabor a point by spending too much time on it. Know when enough information is enough and move on.
- **Say too much:** Don't try to cram too much information into your presentation. Generally it is good to keep it to 3-5 main points.
- **Create confusion:** Don't introduce new concepts and information at the end of your presentation. The end of your presentation is a place to bring things together, not confuse them.
- **Be negative:** Never argue with, or put down, a member of the audience. You won't get anywhere by burning bridges or making enemies.
- **Be too serious:** Don't get so nervous that you lose your sense of humor. An interview is definitely about showing what you can do, but it's also largely about who you are. If it's between you and somebody else who has the same skills, they are going to take the person that seems more enjoyable to be around.
- **Appear uninterested:** If you avoid eye contact with your audience they will think that you are either not interested, or you don't believe in yourself.

HOW YOU PRESENT YOURSELF IS JUST AS IMPORTANT AS WHAT IS ON YOUR APPLICATION