Workshops: Preparing Student Presenters

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Materials:
- Large lined chart paper for gallery walk (min. 8 sheets) – label 4 sheets with CONTENT, DELIVERY, VISUALS, OTHER
- Markers (dark colors)
- Tape
- Computer/LCD projector
- Internet access or Web capture of SAO Leadership Resources site

Visuals:
- Objectives
- Workshop Objectives Powerpoint
- Teaching Tips & Tricks Powerpoint
- Visuals Review Powerpoint
- *SAO Web Site (Web Capture backup if no internet) – Leadership Resources*

Handouts:
- Workshop Checklist

Objectives:
- To review essential elements of a student workshop (content, delivery, visual, other)
- See resources available to help students present quality workshops

1. Introduction and Objectives: (5 minutes, 5 minutes running)
   Introduce yourself in a fun, attention grabbing manner – explain workshop objectives (ppt)

2. Gallery Walk Activity: (8 minutes, 13 minutes running)
   Give everyone a marker and invite them to walk around the room and add important aspects of a workshop under each labeled category (content, delivery, visuals, other).

3. Distribute Workshop Checklist Handout: (1 minute, 14 minutes running)
   Pass out the "Workshop Checklist"

4. Review Checklist: (10 minutes, 24 minutes running)
   Go over the Workshop Checklist – cross off items from charts and add items to handout that are missing. Show an example of workshop outline with time for each activity and minutes running. (ppt slide)

5. **Teaching Tips and Tricks**: powerpoint (8 minutes, 32 minutes running)
   Quickly go through the "Teaching Tips and Tricks" powerpoint. Explain that it would be helpful for any students wishing to present a workshop to review this information.

6. **SAO Leadership Resources Web Site** (2 minutes) 34 minutes running
   Show how advisors can get resources to review with students who are considering presenting a workshop (if available – show the internet connection – if not a use web capture file or picture slide of resources location) http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/resources/#visuals

7. **Visuals Review**: powerpoint (8 minutes) 42 minutes running
   Explain that students wishing to be certified MASC trainers experience this 50 minute workshop in reality – the poweroint is a review to help "jog the memory" and remind students the importance of visuals. Quickly review this powerpoint.

8. **Show Web Handouts** (3 minutes) 45 minutes running
   Show the printed copies of "Teaching Tips and Tricks" "Visuals" that can be printed from the web. This is a good resource for student presenters.

9. **Review Objectives** (1 minutes) 46 minutes running

10. **Questions / Wrap Up** (what's next on agenda?) 4 minutes - 50 minutes running