

## BASIC PRESENTATION SKILLS – CHECKLIST ... But don't panic!!

*'I can do this'*

*Growing edge!*

### PREPARING THE ROOM

	Arrangement of chairs – circle / horse shoe	
	Working out where the presenter sits / stands	
	Think about use of flip chart / projector / lectern / music stand or nothing ...	
	Think about lighting – dim is atmospheric but not good for presenting	
	Where is the sun ... if anywhere, and where will it move?	
	Consider temperature of the room ... warm enough but not too warm	
	Knowing if there are tea and coffee facilities	
	Knowing where the toilets are located	
	Knowing where the fire exits are located	

### FACILITATOR'S STYLE

	<b>Creating a rapport with the group</b>	
	<b>Smiling – relaxes you and shows confidence</b>	
	<b>Confident – or at least confidence in God!</b>	
	<b>Genuine – being yourself</b>	
	<b>Friendly – not seeing the group as hostile</b>	
	<b>Approachable</b>	
	Aware of the loudness of your voice – particularly when leading prayer	
	Trying to modulate your voice a little – not monotone	
	Speaking clearly not mumbling	
	Aware of your pace of speaking – different for a talk or leading prayer	
	Make eye contact – but don't stare at one person	
	Willing to share <i>something</i> of yourself, but it's not about you!	
	Knowing how to get the attention of the group – clap, bell, singing bowl etc.	
	Don't be apologetic / lower expectations of the group so you feel better!	

### CONTENT OF PRESENTATION AND HOLDING THE SPACE

	<b>Setting simple and clear objectives for the session</b>	
	<b>Knowing what message you want to get across</b>	
	<b>Knowing exactly how you are going to start ... confidence ...</b>	
	<b>Know how you are going to finish ... and what happens next</b>	
	Engage with group – don't just lecture	
	Invite and acknowledge contributions from the group	
	Start on time and keep to time at end	
	Break up a long session, change activities	
	Encourage interaction in the group	
	Have questions they can chat to each other about – not deep sharing	
	Take feedback from the chat	
	Don't just read from a script, know material well enough to talk to notes	

### LEADING A GROUP THROUGH A WAY OF PRAYING

	<b>Pray yourself before the workshop, remember why you are doing this</b>	
	<b>Remember it's about the individuals meeting God / Jesus</b>	
	<b>Remember to leave spaces for that encounter</b>	
	<b>Know how you are going to finish</b>	
	<b>Let the group know you have finished</b>	
	Ask them to close their eyes or focus on the floor	
	A gentle voice is OK – but you need to be heard	
	Pace – neither tortoise nor hare!	
	Keep an eye on the group, are they still or shifting	