

PSW Presenter Guidelines

Here are some guidelines for delivering consistent high value workshops and presentations to the community. They aim to engage, inspire, educate and enable our participants to make significant changes in their lifestyle to create sustainable, resilient communities which aid in caring for the earth, caring for each other and reducing consumption while sharing surplus.

Opening: (Some suggested topics to offer at the beginning of your gig.)

1. Honour the Original Caretakers of the land we're on. Our debt to their care and respect to their elders past and present.
2. A little synopsis of Us (PSW and Presenter): Who we are . Our purpose. Use photos
3. Workshop purpose, what they'll take away, program (timing, processes, guidelines: [Stay relevant/ real, care for each other, language issues, 'controlling' us, distractions, respect]
4. A little about them: their purpose for coming, current situation and hope to take away.

Slides (to ensure our slides are consistent, informative and easy to follow)

1. Same background with our logo, website and email of presenter
2. One idea, message/ slide
3. Pics to back up each point
4. Overview slide is only for direction. Details for each point on separate slide.
5. 'Busy' slides are ok if left up as a reference for them to work from.
6. Have a logic/ flow to your information so they can find it later (e.g., time- before, during, after; sequence of process, small to big, young to old, principles, functions, principles

Activities to aid learning and enable them to apply back home

1. Give them opportunities to personalise or apply to their world after each major point (e.g. Their list, space, goals, plan, personal e.g.s, experience,
2. Chance to interact w each other (sharing stories, working through an exercise, making something, brainstorming, solving something, etc. Can be physically or mentally engaging.
3. Moving helps learning. Even if it's just turning in seat to talk or getting up to get something. Even better get them to DO something either mentally or physically w each major point or at least every 10 -20 mins.

Handling distractions

1. Cross talking: never speak while they're speaking. Your silence will return their attention. You may need to say a few encouraging words like, "Thanks everyone". "Ok, let's return"
2. Quieting the Noisies and encouraging the Quiets (see attached 'softeners' pages)
3. Off topic Qs – turn them back to the topic after honouring their eagerness to participate
4. Handling Objections: Find the 'wisdom in the dissent'. Honour their offer. Find something valid and useful in their comment. Educate them so they have an 'ah ha' moment. Defer for further reference. Return to topic.

Wrap Up

1. Summary of what they have learned and are taking away:
What did you learn or get reinforced? How will you use it?
2. What you've learned (appreciate) from them and how you'll use it.
3. Promo for PSW w brochure or at least they write website