Presentation Preparation Guide

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*Understanding ACES/NEAR: Building Self-Healing Communities*

This is a guide presentation teams can use to prepare together for their presentations. This guide recommends meeting with experienced co-presenters for 30-45 minutes a week or so in advance of a presentation. If newer presenters are part of the co-presentation time it recommends two 90-minute prep meetings, including presentation practice.

① Relationship

* Caring and competent relationship is a powerful protective factor. The more we practice it with one another in this work the more we model it for others, the greater our collective impact will be, and the more we will be able to settle our own bodies and be at our best.
* Strong co-presenter relationship is the foundation of a great presentation. As you prep for a presentation, make time for each co-presenter to answer these questions addressing things that come up frequently when co-presenting and can impact both the presentation and presenter relationship:
* How do you want to be supported by your co-presenters?
* What have you appreciated from past co-presenters?
* What behaviors/actions/inactions from co-presenters help you?
* If a co-presenter wants to add something to your section is it ok if they jump in or would you prefer they wait until the end of the section?

② Timing

Often we have only 90-120 min for these presentations. Especially as we get more comfortable presenting the key points in our own words without the script or bringing in our own relevant examples (experiences that help convey the key points), it can become easy to expand the early parts of the talk and leave too little time for the resilience section of the talk-which is super important. Also, timing can be a big source of stress among co-presenters, so agreeing ahead of time about how you want to address it can strengthen relationships and set the foundation for a smooth presentation. Here are some things to discuss around timing:

* come to agreement about how much time you want to spend on each section
  + Here are draft agenda flows for a few different time lengths that you can use as a starting point for your planning -- your team may adjust as needed (*please save your own copies of the documents for your adjustments so the blank template remains for others*):
    - [90-minute draft presentation flow](https://docs.google.com/document/d/1tjCME6CmZmsHlIdbALVuoZvAQmpVUzSJbwjThjkge1I/edit?usp=sharing) (this length is not recommended -- doing the presentation in 90 min allows very little time for activities or q&a conversation)
    - [2-hour draft presentation flow](https://docs.google.com/document/u/0/d/1hIfzBjlL2T9hJPK0ew6p0l7Rfd6NLDG0iMao2H1LCoA/edit)
    - [2.5-hour draft presentation flow](https://docs.google.com/document/u/0/d/1asGraCfJealjnePU8FM4NxRjDhdpiVt0BUxvKXGFyFA/edit)
    - [3-hour draft presentation flow](https://docs.google.com/document/d/1BFNaW-FWwmDNyr33Ynanj6vhPR_isjyeADGkNelLuXw/edit?usp=sharing)
* come to agreement about when you want to allow for and respond to audience questions & comments
* Have each co-presenter answer this question: if you go over your agreed upon time how do you want your co-presenters to let you know it’s time to wrap up and move on?
* discuss together: if something unforeseen arises that might require a shift to the agreed upon timeframes, how do you want to handle that?

③ Who does what

Decide who will present which sections of the talk. This may be decided by email ahead of the planning meeting if preferred.

You will also need to decide who will share their screen to advance slides, who will lead activities and q&a sessions.

Decide who will record the presentation on the [New Jersey PACEs Connection Presentation Tracker](https://docs.google.com/forms/d/e/1FAIpQLScumPjtklG-IAb5jQ-xNqCwKfKwEfUge8M45CPrOJTdSCh8MQ/viewform) after the presentation is delivered. (Will need to report host org name and address, number of participants, sectors represented in audience, and presenter names)

④ Audience engagement

What will you do in each section to engage the audience (make sure it fits in your timeline)

⑤ What do you know about your audience that is important to consider for the presentation?

⑥ When to arrive

When do you want to gather for the presentation itself? For virtual presentations, consider gathering 15-30 min before the presentation to touch base on any last minute details a take a few minutes to ground and center together. For in person presentations, allow time for any room set up you would like to do, and time to be able to greet and welcome early arrivers.

⑦ When can you debrief together?

* Taking time to debrief with your co-presenters further develops relationships for the work ahead and helps to build a strong learning community.
* Debriefing Immediately following the presentation can be especially useful -- allow 45 min or so. If that can't work, schedule a time as soon after the presentation as possible.
* In the debriefing, allow each person to share one thing they want to celebrate that they felt good about in their part of the presentation and one area where they'd like to grow for their next presentation or their next step in this work.
* Then co-presenters offer celebrations and growth points for each other, from a place of believing in one anothers desire to grow and holding the feedback as an offering that may or may not land for our co-presenter as their right next step.
* This can be hard -- especially if we have strong feelings about what one of our co-presenters may have done or not done. And having hard conversations in caring ways is one of the the most powerful ways to do this work. If you need support to have a hard conversation, reach out to someone you trust for that support
* This is more relationship building! And it supports our shared desire to communicate in ways that inspire and engage more people to build self-healing communities.

⑧ Practice

* If anyone on your presentation team is presenting a section for the first (or even second) time, it is important that they have a chance to do a practice run with the team.
* If only one person needs the practice run, it can work to do it during the same meeting *if* you have decided who is doing what section enough ahead of time for them to practice and prepare on their own before the group meets.
* If 2 or more need to do a practice run, it’s often easier to do it in a separate meeting so there is ample time for their practice and feedback.
* After the person practices their section, ask them to share one thing they want to celebrate that they felt good about in their presentation and one area where they'd like to practice more before the actual presentation. Then at least one co-presenter also offers celebrations and growth points for the new presenter.
* The practice session should also happen at least a few days before the actual presentation, so the newer presenters have some time to practice with and incorporate the feedback they get from the practice session.