MAKING SPACE 365 CREATIVE SKILLS & ENTREPRENEURSHIP YOUTH TRAINING TOOLKIT

Maximising the Potential of Young People through Creative and Cultural Entrepreneurship in the Community

Creative Competencies Module T11

Implementing, presenting and explaining ideas and solutions

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365

Module 11: Implementing, presenting, and explaining ideas and solutions

In this module, you will find a compendium of modular, active learning resources and activities that will support you and your learners to develop competencies on *Implementing, presenting, and explaining ideas and solutions.*

Namely, this module contains:

- Description of a 3-hour face-to-face learning activity
- Activities for a 2-hour self-directed learning
- Fact sheet
- Learner handout
- Self-reflection exercises

Aim and learning objectives of this module

This module is designed to increase knowledge of implementation, presentation and explanation of ideas and solutions through different teaching/learning approaches. This module is based on learning by doing principles and includes some theoretical knowledge which can build confidence while practicing and applying the skills in a real-life situation.

Through this module, the learners are expected to develop the following knowledge, skills, and attitudes:

Knowledge Skills Attitudes Reference Matrix			
TOPIC	**KNOWLEDGE**	**SKILLS**	**ATTITUDE**
T11 - Implementing, presenting, and explaining ideas and solutions	- T11K1 - Knowledge of different tools and methods to present and explain ideas and solutions - T11K2 - Tips on how to make a presentation effective and motivating	- T11S1 - Presentation skills - T11S2 - Ability to implement, present and explain ideas and solutions to others - T11S3 - Ability to find meaningful and creative ways to "catch" the attention of the people you are presenting to and motivate them to actively participate in the next steps - T11S4 - Communication skills	- T11A1 - Willingness to share ideas with others - T11A2 - Openness to using imagination and creativity for the creation of effective presentations

Part 01: Implementing, presenting, and explaining ideas and solutions f2f Learning Activity

In this section you can find a diversified and practical learning activity that is designed for face-to-face group training. The duration of this activity is around 3 hours and the aim is to support the trainers/facilitators in providing a multiform training to groups of learners that will allow them to develop or better their skills on implementing, presenting and explaining ideas and solutions.

The activity uses different tools that can be used with different target groups and adapted to fit the needs of each group of learners.

Summary

	Name of tool/ estimated time	Type of tool	Objective of the tool
	Part 01		
1	**"What makes a presentation interesting?"** 15'	Brainstorm / discussion	To discuss amongst the group what makes a presentation interesting or not, examples of presentations that the members have found to be more impactful and tools or tips that they have used successfully.
2	**"Tools for the trade of presentation"** 30'	Introduction to creative presentations	To introduce tips, methods, and tools for the group to discover new and creative ways to present themselves or their work.
3	**"Pitch for your life"** 35'	Individual and group work	To get the group started on doing practical and dynamic presentations.
4	**Reflection** 10'	Discussion	To organize notes and tips to prepare for the next part of the session.
	Break		
	Part 02		

5	**"Stage errors"** **40'**	brainstorm, role acting	Be aware of the most common mistakes when speaking in public.
6	**"How do we communicate?"** **35'**	Individually and group work, discussion, found a solution	Achieve communication between the members of your group and the other groups, take turns speaking, solve problems.
7	**Debriefing** **15'**	Discussion	Express what they have learned during the activities, how they have felt when speaking and if someone thinks they have improved when speaking in public

Detailed Description:

Part 01	
Title of the session	**Getting creative with presentations**
Approximate length	1 hour and 30 minutes
Group size	Up to 30 participants
Equipment, materials & space needed	• Paper to write on / Notebooks • Computer and projector • Flipchart and markers
Objectives	❖ Introducing creative presentation methods ❖ Learning how to apply the skills in practice ❖ Becoming better at presenting and public speaking
Knowledge Skills Attitudes Reference Matrix	T11K1, T11K2, T11S1, T11S2, T11S4
Detailed description	This part of the activity is divided in 4 phases, using different tools. **Phase 01: What makes a presentation interesting?** **Step 01:** Begin by asking if anyone likes either to attend or to do presentations, and what are their feelings on the subject. Give the participants time to share and explain why they like or dislike it. **Step 02:** Ask the participants to share if they remember seeing any presentation they liked or that made an impression on them and why, what were the methods used or the theme. **Step 03:** Ask the group about tips, methods, or tools that they have used previously in presentations and what works for them. On a flipchart create a word-cloud of the ideas. **Phase 02: Tools for the trade of presentation** **Step 01:** Show the participants different types of presentation tools in the computer (like Pitcherific, Canva, PowToon) and explain succinctly how they work. **Step 02:** Share with the participants tips about how to do a good presentation, for example regarding body language, and show examples on the computer, like a TED talk for instance. Encourage the participants to take notes. **Step 03:** Ask the participants if they have heard about the tools or tips before, if they have used them and if so, what were the results in

	comparison to more normal or unprepared presentations.
	Phase 03: Pitch for your life
	Step 01: Introduce to the participants the concept of a pitch, or a short presentation, and show one or two examples on video, not exceedingly more than 5 minutes in total.
	Step 02: Propose to the group that each person prepares a maximum 2-minute pitch about an imaginary product/service that they create, giving them a maximum of 5 minutes to prepare.
	Step 03: Encourage the group to discuss what were the best presentations, what worked, what could be better, what difficulties they faced preparing and presenting.
	Phase 04: Reflection
	Ask the participants to reflect on what was learned, what tools do they think they will adopt in the future, if their feelings have changed regarding doing presentations.
Tips, recommendations for the facilitator	It is important to remember that not everyone is comfortable speaking in public. If there are people in the group who are shyer, make sure to encourage them gently and to give positive and constructive feedback.

Break

Part 02

Title of the session	**How do we communicate**
Approximate length	1 hour and 30 minutes
Group size	Up to 30 participants
Equipment, materials & space needed	• Paper with notes (teacher)
Objectives	❖ Be aware of common mistakes when presenting ❖ Speak in turns ❖ Know how we communicate ❖ Learning how to apply the skills in practice ❖ Know how to resolve disagreements
Knowledge Skills Attitudes Reference Matrix	T11K2, T11S1, T11S2, T11S4, T11A1, T11A2

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Detailed description	This part of the activity is divided in 3 phases, using different tools. **Phase 01: Stage errors** **Step 01:** Ask how they feel when speaking in front of people and what they think are their most common mistakes. **Step 02:** Explain what the most common mistakes are when presenting: posture, not ordering information, having a lost look, using the same word many times, speaking softly, speaking very quickly or very slowly, not speaking clearly, not motivating, raising your voice, etc. Step 03: Explain the activity: a volunteer will leave the class and the teacher will tell them a frequent mistake, the student will enter the class and represent it by inventing a speech, the rest of the class must discover what is the mistake that is acting. You can have more then one round with different mistakes or the combination of the mistakes. Step 04: After the acting, ask group to share their experiences. **Phase 02: How do we communicate?** **Step 01:** At first 4 groups should be formed. Every group should find themselves a place to sit together. **Step 02:** Each group gets their own goal without the other groups knowing. Group 1: they have a cow farm, and they want to sell it. Group 2: They are a family who want the land to build their vacation home. Group 3: They are a company dedicated to raising cows and they want the land to take care of them there. Group 4: They are a company that is dedicated to yogurt, and they want the milk of the cows **Step 03:** After giving the roles, set the timer for 2 minutes for every group to decide their own strategy. **Step 04:** Give 10 minutes for the groups to debate among themselves while trying to reach their goals. They all must win. **Step 05:** Have a short reflection about the task. **Phase 03: Debriefing** **Step 01**: Now it is the students' turn to freely express what they have learned. Ask them about the knowledge and skills which they gained today, let them express their feelings and reactions.

Tips, recommendations for the facilitator	The facilitator should pay more attention for the students who have a harder time expressing themselves and taking the initiative or who have less communication skills. Some additional encouragement could be needed. If there are some participants who are very afraid of public speaking – do not force them doing this. Sometimes it is totally okay just to observe.
Sources/bibliography	TED Talks about making a great presentation: https://www.ted.com/playlists/574/how_to_make_a_great_presentation Winner of the "Best Pitch" competition: https://www.youtube.com/watch?v=VCVRgpSPSVQ More information about mistakes when talking in public: https://blog.clickmeeting.com/10-common-public-speaking-mistakes

Part 02: Implementing, presenting, and explaining ideas and solutions – activities for self-directed learning

In this part of the module, you will find videos and techniques which will help you to become a stronger and more confident public speaker. These tools can help to be more aware of the fact that public speaking is a skill which you must develop and not a natural gift. Also, it will help you to learn new methods on how to structuralize and give way more entertaining and engaging speeches!

Activity 01:

At first, watch this Ted Talk of Nancy Duarte about "The secret structure of great talks":

https://www.ted.com/talks/nancy_duarte_the_secret_structure_of_great_talks?utm_campaign=tedspread&utm_medium=referral&utm_source=tedcomshare

- Now try to write a 5-minute talk about any of your great ideas and try to record yourself giving that speech.

- Thirdly, watch your recording and try to reflect on your success by following these questions:

- Did you manage to follow the structure given in the Ted Talk? If yes, what personal skills did help you? If not, where did your main struggles hide? How can you help yourself to overcome those?

- What do you lack as a public speaker? Maybe it's a tone, body language, vocabulary, or something else?

- With whom can you practice more and seek guidance?

Activity 02:

The Activity of Storytelling.

Storytelling is critical to engaging your audience and helping them retain the information you're sharing.

To practice developing narratives, find an interesting photo online and record yourself presenting a story about it.

Discuss what you think the backstory is, who the people are, their dreams, their motivations, and anything else that'll tell a compelling story about them.

To make the exercise more compelling, find another photo and try to combine two stories together. After that watch the recording and reflect on your storytelling skills while thinking about your ability to develop a story, stick to the main idea, make the conclusions etc.

Try to notice not only the content but also your presenting skills.

A written reflection could help you to pay attention to the details more.

6 steps to a successful presentation

1 Prepare carefully
- Give yourself time
- Stay on track
- Think about the questions

2 Use visuals wisely
- Keep it simple
- Think about accessibility
- No more than 6 lines of text

3 Consider your audience
- Consider their background
- Collect questions before
- Be flexible

4 Practice with a friend
- Speak slowly
- Face the audience
- Leave time for questions

5 Be positive
- Acknowledge your nervousness
- Don't let negativity win
- Start with confidence and smile

6 Don't rely on technology
- Try to arrive early
- Test the presentation
- Be ready to work without it

For this self-reflection exercise you will need a notebook, calm environment, and 30 minutes for a conscious time.

You will get 3 blocks of questions about different aspects of your public speaking and presenting skills. Try to write down all the answers so you can objectively reflect on what are your strengths and weaknesses as a speaker right now. Also, you can repeat this reflection in 3, 6 or 12 months (or after every (un)successful speech!), to track your own progress!

Part 1: Relationship with your own body

What do you feel when you're nervous / anxious?
Do you have any techniques to calm yourself down?
While speaking to a friend, do you have to think about your hands, or do they move naturally?
What about other audience: parents; teachers; peers, etc.?
Have you ever experienced dry mouth before or when speaking? How can you prepare for it?
In which position do you feel the most comfortable to give a speech? Why?

Part 2: Preparation of the content

How long does it take for you to prepare a public speech on a topic which you like / don't know nothing about?
How do you decide if the source of information is reliable?
Do you prefer written or visual information? Why?
Do you write the whole speech down or do you make only short notes? Why so?
What techniques do you use to stay consistent?
What tools do you use to make your speech more interactive?
How do you practice?

Part 3: The performance

How do you open your presentations?
What helps you to make a contact with your audience?
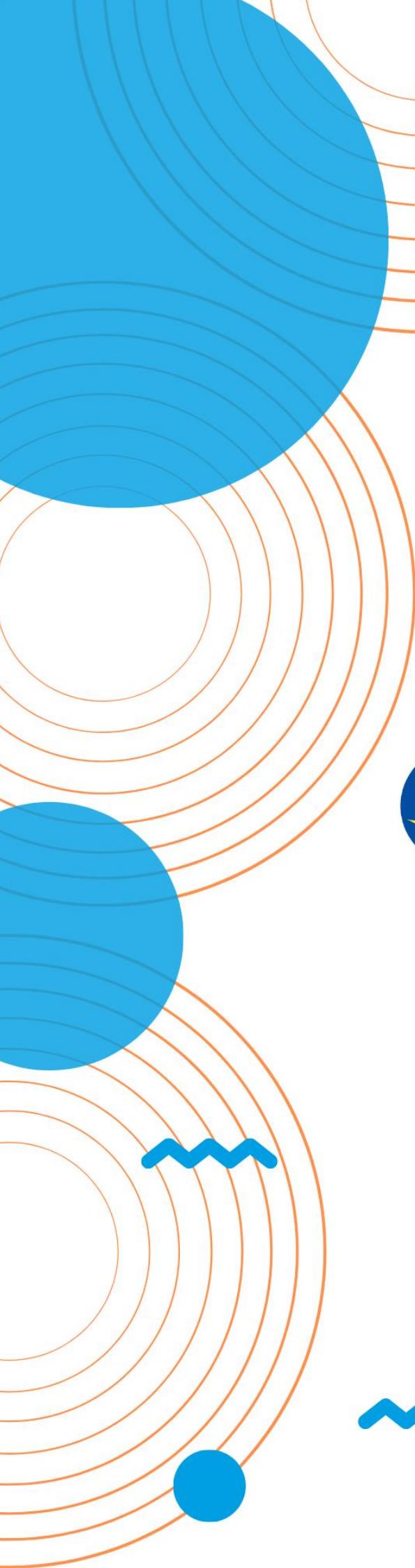How do you react to the questions for which you didn't prepare?
What do you do if you see that your audience is bored / sleepy / not responding?
Think about the worst-case scenario, what are your biggest fears related to public speaking? Do you know how to overcome those challenges?
After the presentation, do you give yourself time for personal reflection? What method fits you the best?

"The worst speech you'll ever give, will be way better than the one you never give." - Fred Miller

Source: https://quotepark.com/quotes/1912966-dionysius-i-of-syracuse-let-thy-speech-be-better-than-silence-or-be-silen/
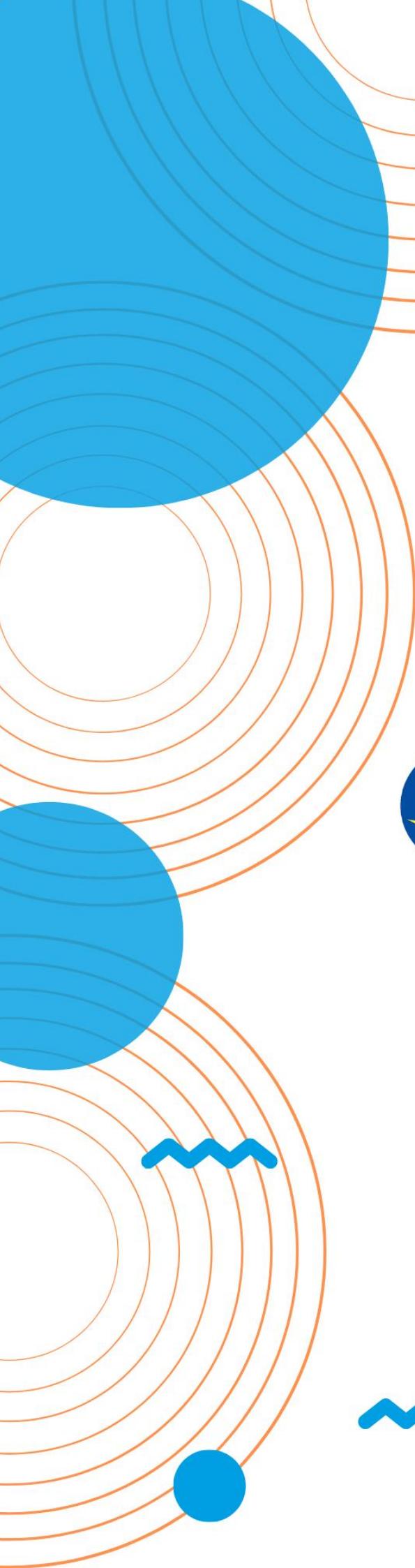
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