**Notes for SLDMs and Trainers running the Presenting with Pizzazz Day**

**Before the event, trainers should make every effort to find out the prior knowledge the participants are bring to the training particularly in the area of adult learning**, eg TAFE teacher, workplace trainer, Guiding skills instructor. This must be taken into account in order to provide quality learning and development for Workshop Presenter and others such as Managers attending the Presenting with Pizzazz training.

It is vital that the trainer takes notes of participants’ experience in delivering adult learning as this will influence the amount of time spent on the various topics trained. More information may be gained during the 2 minute introduction by each participant. Adjustments to session content may be necessary with a group experienced with facilitating adult learning. For instance topics such as setting up the room (session1) and planning a presentation (session 2) should reflect the prior knowledge of the group. If there is a mixture of experience, involve those with the experience in mentoring the less experienced. Focus on the things that make Guiding learning and development unique such as the use of the Girl Guiding/Girl Scouting Method.

**Prior to attending the Presenting with Pizzazz Day**

* it is expected that Workshop Presenters **will** have read some chapters of the *WLDP Facilitation Guide.* (module 1 reading Chapter 5,6 and 7. Module 2 reading Chapter 3.
* other attending, eg Managers **may** have read some of the *WLDP Facilitation Guide.*

**Notification needs to be sent to all participants prior to the event with the following information:**

All attending need to be prepared to

* Stand and introduce themselves for up to 2 minutes including
	+ Current guiding role and experience
	+ Knowledge of adult learning including whether they have trained, coached or mentored adults in or out of Guiding
* Do a \*10 minutes presentation on an area of expertise.
	+ This could be an outdoor skill Guiding or management skill, a presentation on an overseas event attended or other specialist Guiding related topic.
	+ The \*10 minutes will be an extract from a longer presentation show casing the participant’s presentation skills. It is not intended that in this short time an entire session will be presented. When planning in Session 2 of the Presenting with Pizzazz Day, trainers should encourage participants to plan a complete session, then extract \*10 minutes from it to develop more fully and present.
	+ Workshop presenters and other participants may wish to bring some resources with them but the aim of the presentation is to demonstrate their presenting skills not their visual aids.