

CHECKLIST OF WHAT TO DO TO PREPARE A PROGRAM:

1. Pick your topic; narrow it down if necessary.
2. Decide what you want your audience to remember, think about, experience, and or enjoy. Content and teaching aids will both on this.
3. Gather information: think and jot down ideas (you may have enough in your own head), talk to people, read or go see something for yourself.
4. Think of a simple theme to organize your talk around. This makes the talk more enjoyable and memorable. Examples: a travel talk could be based on an imaginary trip pointed out on a map; a human-relations talk could be based on the events in a "typical" day, etc. Time and space are useful ways to organize talks around a theme, but there are lots of other ways.
5. Write a simple outline, based on the above. Note when you will use teaching aids, including audience participation.
6. Now, rehearse your program with an eye to time and making any notes as you think of things. This is often when I think of anecdotes or stories to illustrate things. This will help you remember what you're doing and edit (you may want to add points, take out things or shorten it up).
7. Present your program and have fun. Just take along your outline (a written text tempts you to read and it is too much work anyway) and any props or handouts. Don't forget audience participation time!

TEACHING AIDS TO CONSIDER (THEY HELP MEMORY A LOT):

1. Demonstrations or role-plays, using props if possible (show people how to do something, don't just tell about it).
2. Anything to make points with as you go along: chalkboard, poster, flip chart, ect.
3. Audiovisual aids: slides, recordings, films, even field trips occasionally. Visuals are remembered better than just plain talk. Experience is remembered even more.
4. Something that people can take home and read or use: written handouts, pamphlets, self-tests or checklists, samples, any freebies you can get, etc.
5. MOST IMPORTANT IS AUDIENCE PARTICIPATION: discussion, question and answer time, games with a purpose, letting people try or play with something, etc.