VIRTUAL WORKSHOP 1: FINALIZING RECOMMENDATIONS

Introduction to Virtual Workshops

The next two workshops were conducted virtually. Ideally, the organization invites participants to these workshops using familiar technology. These workshops allow for shorter, more efficient worktime without the need for travel. The virtual format works at this point because participants and the Met Council staff team already have built trust, confidence, and understanding of the topics. Virtual Workshop one focuses on preparing presentations for the Expo. Workshop two focuses on career opportunities at the Met Council, tailored to youth interests. Organizers wishing for a shorter series can omit workshop 2.

By the end of the virtual 1 workshop, the group will have assigned slide deck presenters and poster presenters. We recommend no more than three presenters giving the slide deck presentation, with additional help from slide deck creators. For the posters, we recommend up to five people to present to the organization at the poster session, plus additional design assistants.

Virtual Workshop 1 Participant Agenda

(Will be distributed by email and shown on screen at the beginning of the meeting)

Developing Priorities for Expo Presentation

Agenda

6:00 p.m.	Welcome
6:05 p.m.	Check-in and workshop goals
	What is your favorite way of displaying your creativity? Why?
6:15 p.m.	Finalizing Ideas and Recommendations (Breakout Rooms)
6:50 p.m.	Presentation on Presenting!
7:05 p.m.	Getting Creative
7:15 p.m.	Closing

Next workshop: [List workshop 5 date]

Virtual Workshop 1 Schedule and Script

This is the complete script for "Presentation Prep" virtual one. It includes instructions on how to do each activity and links to the key handouts needed for "Presentation Prep."

Before the workshop:

1. Make sure your organization has host ability so you can make breakout rooms.
2. Keep good track for the week leading up to the workshop of who has completed the presentation planning handout and who hasn't. Check in with the organization leader. Move all the completed handouts to one folder. Be ready to guide the group even if no one or only a few people have completed the handout.
3. Send a reminder of the workshop start time and the need to have the "presentation planning handout" accessible.

Tasks assigned to team members:

- Technical assist: Setting up the breakout rooms, technology troubleshoot
- The "how to present" presentation is a good opportunity for an intern or other early career staff to present. It is more relatable for youth audiences.
- Tracking attendance
- Look how roles are assigned in script – assign to your team. Switching among many facilitators helps keep interest.

6:00-6:05   Welcome/getting settled into the workshop
6:05 – 6:15   Check-in and workshop goals
Check in questions (facilitator 1)
- What is your favorite way of being creative? Why?
Facilitator 2: Hello! Today we'll be doing three things:
1. Identifying main recommendations for the Met Council
2. Preparing for the March 20ᵗʰ Expo and presentation
3. Identifying next steps

6:15   Activity: Breakout Rooms + Finalizing Your Ideas and Recs (Team)
We will be breaking into two groups. Each group will have 1 facilitator and together you all will review the presentation planning handout that each of you completed.

Technical assist: Create 2 breakout rooms, divide group in half.
1. Breakout Room #1: Facilitator + Notetaker
2. Breakout Room #2: Facilitator + Notetaker

Facilitator Role/Tasks:
Instruct participants to refer to their prioritization worksheet to respond to the following questions:
1. Short introduction of your organization/group
2. Who did you interview? (How many interviews? Summarize the group from the "about me" data
3. What topics did you include in your prioritization worksheets as your top concerns/priority areas?

4. Why are these topics important? Why is it an issue for your community?
5. For each topic listed, what do you wish to see in the future?

Facilitators: <u>For the following questions ask the group if they have anything to add from their work on the topic in the third workshop or any other ideas around values/vision in general after discussing their values, vision and goals</u>.

End breakout rooms at **6:48PM**

6:50   How to present
Three of you will present your organization's slide deck. Several more will present your poster information. This presentation will give you some tips as you plan your presentation.

Presenter presents PPT on presentation tips.

Presenter asks: Are there any questions or comments?

7:05   Presentation Ideas and Selection of type of presentation for the Expo

Facilitator show examples of example 1, example 2 and example 3 of expo posters.

Encourage them to watch previous presentations for examples: **Link to past presentations: https://www.youtube.com/watch?v=wY3lvjJ53oc&t=2920s**

Main Point: Ensure the group understands that their selection of themes and poster layout will help them to deliver their message in a meaningful and clear manner.

Gaby: What do you all think is the best way to showcase your ideas and recommendations during the expo? Last question, I want to get an idea of who wants to work on the PPT and present to CMs and want to work on the poster.

Note: At this point, people have self-assigned to either "presenter" (2-3 people plus slide deck assistants) or "poster session" (up to 4 poster presenters plus design assistants). You may need to help with solidifying these assignments.

7:10   Next Steps: Remind them that the next in-person workshop will be for working on posters and presentations in groups.

7:15   End/Closing

No Virtual 1 Handouts