

# **INTRODUCING YOUTH SESSIONS**

## **TIPS - FIRST SESSION**

1. **-If you have not worked with youth this might be a challenge. Please review the example agenda (below) available for the facilitator.**
2. **-The first session with new participants sets the tone for the future sessions.**
3. **-Often the participants are there because their parents signed them up. It was not their decision to attend.**
4. **-The introduction to what they can expect and what this program can mean to them is critical.**
5. **-It is important to set a tone where they feel they can step out of their comfort zone.**
6. **-Discuss the various roles available and have them try some of the roles they can perform at future sessions.**
7. **-Ask for volunteers to read the descriptions of the various roles that can be performed at each session. Example roles are: Meeting Leader, Thought of the Day, Jokester, Listening Evaluator, Timer, Filler Word Counter, etc. (You may find some participants that will fill some of the roles during this first session. Roles such as Timer, Filler Word Counter can often be done immediately.)**
8. **-Answer questions about all the potential roles.**
9. **-Explain the value of each role.**
10. **-Encourage them to attend forthcoming sessions even if they do not feel comfortable.**
11. **-Ensure they realize they can observe until they feel comfortable enough to participate.**
12. **-For those who are not comfortable, ensure they know they can "Pass" on any requested activity.**
13. **-It is important to involve them to connect with them.**
14. **-Encourage siblings from the same family to attend as this can be helpful to all involved.**
15. **-Encourage them to volunteer for the roles for next session.**

16. **-The adult facilitator can fill in any critical role during the next session(s) to show how it is performed.**
17. **-The goal is to have them become quickly involved and run the sessions on their own.**

## **EXAMPLE AGENDA - Facilitator**

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### **Session 1: - INTRODUCTION AGENDA**

**Saturday, 1 October 20xx**

1:00 REGISTRATION: -Participants complete registration and make nameplace tentcards.

1:15 WELCOME: Call meeting to order, Introduction of Facilitator, Review of today's agenda.

#### **WHY ATTENDING THIS PROGRAM?**

- Ask each attendee why they are here?
- What prompted them to join this program?
- Do they know any other participants? If so, ask not to always be in the same group. Mix it up

#### **BENEFITS FROM THE PROGRAM**

- What do they think are the benefits they can gain from coaching?

#### **INTRODUCTIONS:**

\*NOTE: Not all participants may want to join in on this exercise.

If so, the coach can interview and introduce them.

- Divide attendees into groups of two.
- Give each person about 3 minutes to interview their partner and then change around.
- After their interviews have each person introduce their partner.

#### **WRITTEN INTRODUCTIONS: (Optional)**

- Have each person write their own introduction and give to the coach to be filed for use when they are being introduced as a speaker in upcoming sessions.

2:00 BREAK

2:10 ORGANIZING YOUR SPEECH

- Opening, body and conclusion. (refer to Speech Outline - included below example agenda)

#### **MEETING ROLE DUTIES:**

- Have each of the meeting roles be read out by a different attendee.
- Discuss this role.
- Explain you will be asking for volunteers to fill roles for next session, so please think about which one they will do.
- Here are some of the roles that are available:  
Meeting Leader, Timer, Grammarian, Word of the Day, Filler Word Counter, Speaker, Speech Evaluator, Thought of the Day, Hot Questions Master, Listening Evaluator, Meeting Evaluator, Body Language Evaluator, and any additional roles.

#### **ROSTER FOR NEXT WEEK:**

- Write down each attendee's role so as to prepare an agenda for next session..
- Try to have enough roles for each person who is willing to perform them.

#### **HOT QUESTIONS:**

- If you have time during this session do some Hot Questions to demonstrate them to the attendees.

#### **QUESTIONS:**

- How many sessions required to attend to get their certificate? [They decide.]

- Parents not permitted to attend the normal sessions, but there can be a demonstration session for parents.
- Email reminders? If so need a volunteer to do this for each meeting.

This is your program. Your suggestions and feedback is important to make it useful.

3:00 MEETING IS ADJOURNED.

Forthcoming sessions: -Saturday, October 8, 15, 22, 29 November 5, 12, 19.

#### INTRODUCTORY LETTER / SESSION TIMES & DATES:

-You may give them an introductory letter to their parents with meeting dates and times listed for all sessions.

-Example: Sessions will be held from 6:30-8:00pm Fridays, October 8, 15, 22, 29, November 5, 12, 19 December – May etc..

## ***SAMPLE SPEECH OUTLINE***

Several types of speech outlines are commonly used by experienced speakers. Yet all speeches are organized into an opening, a body and a conclusion. Here is a very basic outline that illustrates the structure of a speech containing these three main points.

### **A. Opening**

1. Captures audience attention
2. Leads into speech topic

### **B. Body**

1. First point
  - a. Statement of fact
  - b. Supporting material
2. Second point
  - a. Statement of fact
  - b. Supporting material
3. Third point
  - a. Statement of fact
  - b. Supporting material

### **C. Conclusion**

1. Review or summary
2. Call to action or memorable statement.

**EXAMPLE AGENDA - Participant**

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**Session 1: - INTRODUCTION  
AGENDA  
Saturday, 1 October 20xx**

2:00 REGISTRATION: -Participants complete registration and make nameplace tags

2:15 WELCOME: Call meeting to order, Introduction of Facilitator(s), Review of agenda for today (Facilitator)  
WHY ATTENDING THIS PROGRAM?  
BENEFITS FROM PARTICIPATING?

INTRODUCTIONS:

3:00 BREAK

3:10 MEETING ROLES:- Meeting Leader, Timer, Grammarian, Word of the Day, Filler Word Counter, Speaker, Speech Evaluator, Thought of the Day, Hot Questions Master, Listening Evaluator, Meeting Evaluator, Body Language Evaluator, and any additional roles.

SAMPLE SPEECH OUTLINE -Discussion of outline below.

WRITE YOUR INTRODUCTION

ROSTER FOR NEXT WEEK:

IMPROMPTU SPEECHES (if there is time) (Facilitator)

QUESTIONS: -(If you are offering a certificate, how many sessions to attend to get a certificate?  
-Parents not to attend the normal sessions, but there can be a demonstration session for them.  
-Reminders? Forthcoming agenda – email? If so need a volunteer to do this for each meeting.

4:00 MEETING IS ADJOURNED.

Forthcoming sessions: -Saturday, October 8, 15, 22, 29 November 5,12, 19.

This is your program. Your suggestions and feedback is important to make it useful.

## ***SAMPLE SPEECH OUTLINE***

Several types of speech outlines are commonly used when presenting a speech.

A good speech should have an opening, a body and a conclusion.

This outline shows the structure of a speech containing these three main parts.

### **A. Opening**

1. Captures audience attention
2. Leads into speech topic

### **B. Body**

1. First point
  - a. Statement of fact
  - b. Supporting material
2. Second point
  - a. Statement of fact
  - b. Supporting material
3. Third point
  - a. Statement of fact
  - b. Supporting material

### **C. Conclusion**

1. Review or summary
2. Call to action or memorable statement