



REGIONAL OFFICER TRAINING

How to Introduce Presenters

INTRODUCTION

Start promptly at the scheduled time. It's important to model this concept as it is important to know as a president to start meetings on time to have a quality meeting.

Welcome all participants

Encourage participants to ask questions as you move through the activities.

Point out the nearest restroom, drinking fountain and share any announcements or housekeeping details.

Introduce yourself as the facilitator and any other individuals who are assisting with the training.

OPENING QUESTIONS

Many people confuse the role of the vice president. How many of you thought that being the vice president was going to be easy? How many of you thought that being vice president meant filling in for the president if they were absent from a meeting? Well you are partially correct. You do fill in for the president if they are absent but the real role of the vice president is to help organize presenters and programs for the club. Not only organize presenters but to introduce them to the club.

Knowing that, we are going to learn how to properly introduce presenters. Before we begin the activity let's discuss what needs to be included when presenting a presenter. Write responses on a white board or flip chart paper. The top three items should be the following

- ☐ Presenter's name
- ☐ Little about their background
- ☐ The title or subject matters of the presentation.

Upon conclusion of the presentation or demonstration, you will need to thank them for their time. Here are some of the following items that can be included in your thank you. Write these on another section of the white board or sheet of paper.

- ☐ Thank them for their travel to the club meeting
- ☐ Volunteering their time to share their knowledge with the group
- ☐ Use the subject of their presentation in your thank you to make it personal
- ☐ Share what you found to be interesting in their presentation or demonstration

LET'S DO IT!

Let's practice how we introduce and thank presenters. You are going to work with a partner, which I will select. Break them into groups of two however you wish. Now that you are with your partner, here is what we are going to do. One of you will introduce your partner and the other will give a conclusion. You can use your imagination and be creative when you work on introducing and making a conclusion. Refer to the information we did earlier on what needs to be included in your introduction and conclusion. Refer to either the white board or flip chart paper. Remember you must include the components.

I will give you an example of an introduction for you: Lynn Oakland is our club's guest speaker this evening. She is one of our city firemen and is president of the county Audubon society. Tonight she will speak to us about purple martins. Please join me in welcoming Ms. Oakland to our club.

Here is an example of a conclusion: We would like to thank Ms. Oakland for the interesting program about purple martins. It has been especially intriguing to learn about the community these birds develop. We are glad that you could take the time out of your busy schedule to come to our meeting.

One of you can come up and collect two pieces of paper and writing utensils. You will get about 5 to 10 minutes to work on your introductions and conclusions so let's begin!

TALK IT OVER

Share

Now that have an introduction and conclusion we are going to share. Have each group or a few read them to everyone. The number of groups that present will depend on how much time you have.

Reflect

Pass out a note card and a pen or pencil to all participants. Have participants answer the following questions. **Do you think you are better prepared to introduce presenters in your club? What are you most nervous about being vice president and introducing and thanking the presenters?**

Depending on the time available participants can share or the cards can be collected.

Generalize

Learn More

Continue the vice president training with one of the following lessons:

1. Duties of the vice president
2. Order of a Meeting



How many of you have seen effective and positive vice presidents, how about not effective vice presidents? How did those experiences affect your mood or attention during the meeting? Remember those positive moments and reflect that into your club meetings.

Apply

Ask the participants, “How can you apply the knowledge that you have gained in this session and take back to your club?” “Are you better prepared to serve as the club vice president?”

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