2024 National Order of the Arrow Conference

Session: From Good to Great: Effective Presentation Skills in Meetings

Session Length: 45 minutes

Session Description

The way a presentation is delivered can be the difference between a successful presentation and a failed one. This course will help you to find your style and also to go over some tips and tricks, as well as some dos and don'ts.

Learning Outcomes

[What should participants take away from your training? Your ACVC may have provided a brief starting point, feel free to build upon those as necessary or add additional outcomes]

Outcome 1: Understand how LEC and other strategic / monthly meetings are best run

Outcome 2: Know options to effectively to present to LEC and other strategic / monthly meetings.

Outcome 3: How to prepare aids to assist in presenting to LEC and other strategic / monthly meetings.

Theme Connection: Seek New Heights

Learn how to effectively present to LEC and other meetings to help those groups make important decisions for their Lodge and its members.

Facility and Material Needs

[Please put all material and facility needs in this section. We recommend completing this portion last after the rest of the lesson plan is completed. **The more specific you are with your material and facility requests, the better we can accommodate!**]

Facility Needs

Is this session remote delegate-compatible? (ie. can the material be engagingly taught via live stream)	[**Yes**/]
Does this session need audio/video (AV) capabilities? (ie. projector)	[**Yes**/]
Are there any other specific facility needs for this session? (ie. movable chairs, panel-style seating, etc.)	[**Microphone if Room is large**

Material Needs

[Please put "NOAC Training Committee" under "Source" if you need a material and cannot source it yourself - we will try to source it for you. Please note that we would strongly prefer training materials to be in a digital format and would advise against flipcharts and other physical materials. If you need microphones, extension cords, etc., please also specify those needs here.]

Material	Quantity	Source

Session Preparation Steps

[Please list all steps you or another trainer would need to take to be prepared to teach this session. For example, if the trainer needs to add personal experiences, print handouts, or prepare items for a game, those should be listed here. **The goal is for someone to be able to read this syllabus and understand how to teach your session in the future!**]

Step 1: [Review references on meetings and presentations]

Step 2: [Review and update current power point deck]

Step 3: [Rehearse]

Additional Staff Members

[If you are having additional trainers assist you with your session, please fill out their contact information below. Please note that due to the conference sell-out, we are limited in our ability to register additional staff members on the training committee. We recommend that your additional trainers come from contingents or other staff members that can break from their duties to facilitate the session.]

Trainer Name	Email	Phone #

Lesson Plan

[The main body of your presentation should be here. Remember to adjust the timing for each session as you add/edit topics. **Remember, be as specific as possible - the goal is for someone to be able to read this syllabus and understand how to facilitate your session in the future!**]

Helpful Templates:

Activity

Copy and paste this box wherever you have an activity in this session!

Materials Needed: [materials]
Length of Activity: # [min]
Activity Description: [description]

Trainer Action

If at any point the trainer needs to complete an action (play a video clip, prompt questions, etc.) copy paste this box and edit this text to specify what!

Introduction **2 minutes**
Slides [##]-[##]

- Importance and impact of good presentations at LEC meetings

Topic 1 **10 minutes**
Slides [##]-[##]

- Types of meetings

Topic 2 **10 minutes**
Slides [##]-[##]

- Presentation and reports

Topic 3 **10 minutes**
Slides [##]-[##]

- Aids to presentation (documents, Power Point)

Additional Topics as Needed **10 minutes**
Slides [##]-[##]

- Techniques to deliver effective presentations to the LEC and other meetings that result in groups making good decisions.

Conclusion & Takeaway Challenge **3 minutes**
Slides [##]-[##]

[Each session should end with a challenge for every participant to write down key points to take with them and encourage them to reflect upon the session. The wording of the takeaway challenge will depend upon the session. For example:]

Good decisions at meetings are based on effective communication from presenters. How will you improve your meeting management and presentation style to help the LEC make decisions that benefit the Lodge and its members.

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Appendix: Resources and Source Material

[Please add all referenced sources or handouts that would be useful to share with session attendees.]

Resource	**Link**
Order of the Arrow, Mission & Purpose	https://oa-bsa.org/about/mission-purpose
Trainer's EDGE	https://filestore.scouting.org/filestore/pdf/26-242.pdf