

PLANNING A TROOP MEETING SKILLS TRAINING PRESENTATION

1. Target time: **15 minutes** is about the maximum attention span of a teenager.
2. Plan on covering only **3-5 main points** in that time.
3. **Write out** what you're going to say, then change it into an **outline**.
4. Plan your presentation in five pieces, with approximate times of 1, 4, 4, 5, and 1 minutes:
 - a. **Start by introducing what the session will cover, and why the session is important to each trainee** (answer their question, "What's in it for me?"). Some WIIFMs are: advancement, prepared for an emergency when people turn to me as a Boy Scout "who should know this stuff," review of stuff learned a while ago, showing off my knowledge, proving to myself and others that I know this stuff. This shouldn't take long – about a minute – but it should be scripted – know what you're going to say, and use notes with bullet points.
 - b. **Thoroughly instruct the trainees in each of these 3-5 points.** That's about all you can expect to cover in 15 minutes. Use visual aids, props, diagrams – whatever helps tell the story.
 - c. **Demonstrate the techniques** with the assistance of your co-trainer, using props, make-up, and real equipment to the greatest extent possible. Walk through it, then work up to full speed.
 - d. **Allow plenty of time for hands-on practice** by the trainees. Most people learn best by doing. Instructors should observe and offer positive reinforcement and coaching to each trainee team. Catch them doing something right. Encourage their efforts. Gently correct their mistakes.
 - e. **Wrap-up with a review** of the learning objectives, a quick **overview of the instruction**, and a reminder of the **WIIFMs** ("By now, you should be able to...").

