

FACILITATORS GUIDE

Presentation Skills

We want our resources to be helpful to communities anywhere, where there may be no development worker or trained teacher available.

Churches are at the heart of every community and Church leaders, a delegated member or a church planter or mission worker should be able to present our resources to community groups, even if they have no commercial experience themselves



What does a Facilitator do?

1. Encourages everyone in a group to make a contribution in sharing their ideas and experiences in a way that is comfortable for them
2. Helps a group to come to a common understanding or idea which they all feel supportive of accepting everyone regardless of race, age or gender, culture, profession, education, disability, or health or economic status
3. Leads as a servant by example through actions and attitudes.

Why is it important?

Facilitation is the best way to work with communities to help them discover for themselves the potential they have to bring positive changes to their community.

The following presentation guidance will help ensure you engage with you Group participants effectively:

10
POWERFUL BODY LANGUAGE TIPS
for your next presentation



SoaP

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1 TO BOOST YOUR CONFIDENCE DURING YOUR PRESENTATION,
OPEN YOUR CHEST AND ARMS AND KEEP YOUR BACK STRAIGHT.
THIS POSITION WILL MAKE YOU BREATHE BETTER AND YOU'LL FEEL MORE RELAXED.



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TO MAKE YOUR AUDIENCE COMFORTABLE, SIMPLY **SMILE** AT THEM.
SMILING IS OUR MOST POWERFUL WEAPON.

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3 TO ENGAGE PEOPLE, GESTURE WITH YOUR **ARMS AND HANDS** IN A NATURAL WAY, AND LOOK YOUR AUDIENCE **IN THE EYE.**
PEOPLE TEND NATURALLY TO **PAY ATTENTION** AND TO LIKE PEOPLE WHO LOOK THEM IN THE EYE.



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TO DEMONSTRATE
AUTHORITY,
KEEP CALM
AND USE SMALL AND STIFF GESTURES.
THIS WAY PEOPLE WILL
TRUST YOU
AND VIEW YOU AS
A CONFIDENT PERSON.



**KEEP CALM
AND
CARRY ON**



5  **WALK IT.**

TO BRING MOVEMENT TO YOUR SPEECH,
USE THE PHYSICAL SPACE YOU HAVE AVAILABLE AND

FOR EXAMPLE, IF YOU'RE PRESENTING THREE POINTS,
TALK ABOUT POINT A WHEN YOU'RE AT YOUR **FIRST POSITION**;
THEN MOVE OUT **2 OR 3 STEPS** AND TALK ABOUT POINT B;
THIS WAY, A MOVEMENT THAT INCLUDES SPACE WILL ACCOMPANY
YOUR SPEECH.

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TO KEEP YOUR AUDIENCE'S ATTENTION,
**VARY YOUR
GESTURES**
THROUGHOUT THE PRESENTATION.
OPEN GESTURES, SMALL GESTURES,
GESTURES THAT INVOLVE YOUR

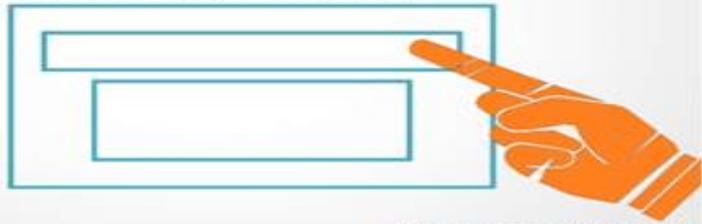


**HEAD, ARMS
AND HANDS,**
GESTURES THAT INVOLVE ONLY YOUR HANDS,
OR ONLY YOUR HEAD, BROAD GESTURES....

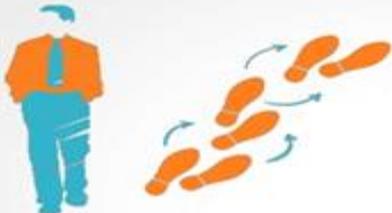
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7 TO DRAW ATTENTION TO A CERTAIN
ELEMENT OF THE PRESENTATION,
**POINT DIRECTLY
AT IT AND LOOK
AT IT ON THE SCREEN**
AT THE SAME TIME, YOUR AUDIENCE
WILL FOLLOW YOUR EYES AND FINGER.



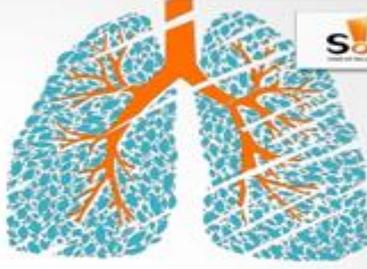
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TO ENCOURAGE AUDIENCE PARTICIPATION,
USE OPEN GESTURES
AND IF POSSIBLE
WALK AROUND AND TOWARD PEOPLE.
WE TEND TO PARTICIPATE MORE WHEN WE HAVE PROXIMITY TO A SPEAKER.

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9

TO MAKE A HARD QUESTION SEEM EASIER,
PAUSE, BREATHE SLOWLY
(THIS WILL GIVE YOU TIME TO THINK)
AND THEN
ANSWER WHILE LOOKING THE QUESTIONER IN THE EYE.

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10

TO MAKE YOUR AUDIENCE BUY YOUR STORY,
USE POSITIVE GESTURES
DURING THE ENTIRE PRESENTATION:
NODDING, OPEN GESTURES, SMILING, MIRRORING, ETC.

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Your First Group Meeting

Depending on your culture and traditions, we suggest:



At your first Group Meeting it is important that you make everyone feel welcome and relaxed. Prepare the area where the meeting will take place, provide for drinks and if possibly food, if meeting all day.

You will need paper and pins for name tags and paper and pencils plus copies of the Aptitude Test for each participant

If women come with young children try to arrange for someone to look after the children safely, so they don't distract the parents.

1. Give everyone a name tag on arrival and ask them to write down or tell you their full name, address and age, plus telephone number if they have one – and establish if they have a literacy problem - for your records
2. Provide some time for participants to chat together
3. Give a warm welcome to the group. Explain how the programme will provide encouragement, training and opportunities for generating income and will enable participants to develop their own savings fund to help them start. Reassure them that a basic literacy course will be available to help them if needed develop these opportunities. Tell them when and how often you will meet together and how we hope the group will have an ongoing network relationship together. Outline what they will be doing in this first session. Ask for any questions
3. An ice breaking game activity – some suggestions below



4. Divide into groups of four (You can do this easily by giving everyone an animal name or a number when they arrive (4 of each!) Get everyone to find their group by making their animal noise or shouting their number

5. The groups should be asked to introduce themselves to each other and what they see as the main needs and opportunities in their community area. One from each group tells everyone what they concluded (Facilitator makes notes)

6. The groups are then asked to discuss what local resources their community has access to (unused land, local crop specialities, river or lake, tourists, wood, stone etc) then what income generating activities they have tried themselves or know about in their community and agree what is successful and what is not successful. One from each group tells everyone what they concluded (Facilitator makes notes)

7. The groups are then asked to discuss the sort of income generating activity they would be interested in starting or growing and whether they would prefer to start something alone or in a group? Again one from each group tells everyone what they concluded (Facilitator makes notes)

8. Invite everyone to complete the Aptitude test (See section 1.5) This may have to be read out or done with each individual if there is a high level of illiteracy. They should put their name on their sheet and score it themselves or hand it in to facilitator for scoring

'Ice Breaker' Games – choose one

Throw the ball

This game is an uncomplicated ice breaker that gets the team working together and learning names quickly. Ask the team to sit down and form a circle. Produce a ball and instruct the participants to throw the ball around the circle. Before throwing the ball they must call out the person's name they are throwing it to. The game must speed up as it progresses. You can add sporting element to the game to make it more interesting by explaining that anyone who drops the ball must run around the circle and return to their seat. This fun game can be played for as long as you like.

Knot for the Faint-Hearted

Ask everyone to stand together in a circle, then have each group member put their hand in and grab hold of someone else's hand. The goal is to unravel the knot whilst still holding onto other people's hands. Hard to feel shy when you have just spent five minutes holding onto someone!

Just Three Words

This game is extremely simple and can include a large number of participants. Once everybody has arrived instruct the group to come up with three words that describe them e.g. 'My name is Philip and I am loud, adventurous and unpredictable'. This is a simple game that can make its way around a large group quickly. It also encourages participants to learn a little about each other.

NOTE: Make sure your ice breaker game does not become too time-consuming as this will cause the group to lose interest. You also want to make sure that everybody is involved and enjoying themselves. Take these ideas and create something you feel will be appropriate for your event or situation.