

## **Small Group Workshop Presenter Information**

### **Please Read All Information Carefully!**

The Small Group Workshop sessions at State Conference are intended to provide delegates with valuable concepts and/or skills to improve their student council and/or personal leadership qualities. We are interested in well-prepared, dynamic workshops that are informative and relevant.

Please be sure you are willing to invest the time, energy, and creativity to prepare a quality workshop. We need and expect you to be excellent!

ALL presenters will be presenting AT LEAST once to senior high delegates, and AT LEAST once to middle level delegates. (In the event we need more workshops, a presenter may present up to three times at conference.) There is no longer a designation between Middle Level and Senior High Presenters. Just as OASC staff are trained together & staff both levels of programming, our State Conference presenters will present in the same capacity. We believe exposure to facilitating learning experiences at both age groups will strengthen the facilitation skills of all presenters.

**If you wish to attend State Conference as a Small Group Workshop presenter, here is what you will need to do:**

1. Discuss your intentions with your Student Council Advisor and your school principal. You must have the consent of both before proceeding.
2. Please be sure to READ & fill out this form completely. PRESENTER APPLICATIONS ARE DUE **FRIDAY, MARCH 23rd**, so they can be **approved and you THEN can receive the registration link to register** as a presenter by the April 1st conference deadline.
3. Please note that you will be expected to have a **professional-quality handout to accompany your workshop**. You will be responsible for bringing copies of the handout for each delegate who attends your session(s). In addition, one copy must be turned in at the Thursday night staff meeting. (You will receive an email after April 15<sup>th</sup> with how many handouts to bring.)

4. Select a relevant topic and prepare your workshop. Be certain that your topic is relevant to both middle level and senior high students.

- PLEASE AVOID THE FOLLOWING WORKSHOP THEMES: communication, teamwork, stress management. These have been overdone in the past few years so we want you to BE CREATIVE!

- Some workshop themes to consider: diversity, time management, teacher appreciation, problem solving, decision making, creativity, recognizing others, increasing school morale, self-esteem.

5. Each workshop should include a brief icebreaker activity, 3-5 main content points, and a “hands-on” activity that corresponds to your topic. Be sure your content adequately FILLS 45 minutes!

Here are some resources to help you plan your workshop:

<https://wvde.state.wv.us/insite/files/Leadership%20Lessons.pdf>

<http://www.ncongo.info/wp-content/uploads/2012/10/The-Leadership-Training-Activity-Book-50-Exercises-for-Building-Effective-Leaders.pdf>

Here is a lesson plan template you can use to help you:

<https://docs.google.com/presentation/d/15kRscAKLE5d-naxppHzZPNVHKW9eUMeMRMk2yqzGd-Q/edit?usp=sharing>

Here is an excellent example from Sam Hodge & Keerthi Reddy from William Mason High School in 2015!

<https://docs.google.com/document/d/1lr9ObbPHhIAvviSAnIaNis2auco0gdleCmNalujo0Ws/edit?usp=sharing>

6. Complete the on-line [Small Group Workshop Presenter Application](#) found on the OASC website. Before starting the application, you will want to make sure you are prepared with the following information:

Email and phone of you and partner	
Advisor Email	
School Principal of you and partner	
Brief Description of Workshop (this will be printed in conference program)	<p><i>This is the title of your workshop. It will be listed in the official conference program. The title should appropriate for a school setting. BE CREATIVE!</i></p> <p><i>EXAMPLE: School of Witchcraft and Wizardry!</i></p>
Learning Goal 1	<p><i>List the at least three (3) learning goals for the workshop. Each goal should describe what the delegates will learn about or further develop knowledge of from the session (skills, concepts, ideas, etc.).</i></p> <p><i>EXAMPLE: Delegates will learn the importance of individuality and how it relates to the dynamic of the group.</i></p>
Learning Goal 2	
Learning Goal 3	
In the space below, describe how you will begin the workshop. What will be your hook to engage the group as soon as your session begins?	<p><i>What type of warm up activity will get the group excited and interested in your topic? We encourage you to AVOID ICEBREAKERS AND NAME GAMES USED throughout the year at OASC events. LOOKING FOR IDEAS? Do some research online, there are a lots of great resources for icebreakers. Icebreakers should last no more than 10 minutes.</i></p> <p><i>EXAMPLE: We will be facilitating a small ice breaker in which the delegates rap a verse about themselves, tell us their rap name, grade, and school.</i></p>
In the space below, describe the main activities for your session.	<p><i>Your workshop lesson should fill a 45 minute session. (Icebreaker should be about 10 min or less, leaving 35 min of programming.) Delegates should be actively engaged throughout the entire session! Develop one or two activities for the workshop. Discussing a topic for the entire session is not the most effective approach for learning. What hands on activity will get them actively involved in the learning process?</i></p> <p><i>EXAMPLE:</i>  <i>Workshop: Hogwart's New Houses Split the group into three houses (1 minute) In Group 1, assign a leader. In Group 2, tell them they have to vote on every single issue. In Group 3, do not tell them any rules.</i></p> <p><i>Have them write three words to describe themselves on a notecard or handout.</i></p> <p><i>Tell them they have to create their house identity (10 minutes): Name Symbol / Crest / Animal Motto Backstory Song Rituals / Games Dormitory (where, who would guard it, passwords) Anything else unique to your house Bring the group back together to present and share their ideas (5 minutes).</i></p> <p><i>Tell them to now create their own school of Witchcraft and Wizardry using the house identities they made above (10 minutes): Name Symbol Motto How the houses came together Song Rituals/Events/Sports?</i></p>
In the space below, describe how you will end your session. How will you know if the delegates achieved your learning goals?	<ul style="list-style-type: none"> <li><i>This should include a list of specific processing questions.</i></li> </ul> <p><i>EXAMPLE: We will end with processing the workshop in a large group setting. With the following questions as our guide for conversation: What was the group dynamic in the various houses (leader, voting, no rules)? How did you decide what your "identities" were going to be? How did you choose between the various ideas thrown out? Did you delegate tasks? What are the pros and cons to this? What was the group dynamic in the large group? What were the differences in leadership/voting from the small groups? Was there any delegation? Relate it to real life: How does this relate to real-</i></p>

<p><i>world diversity? How does this relate to working in groups in your home council/ other school groups? How does this relate to individuality? What are some ways you can keep your own individuality while accepting the cultures of other people? What are some ways you can respectfully inquire about others' cultures? How can you apply this workshop to your home council? Creativity Delegation School culture Individual ideas vs. Group ideas</i></p>
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## 7. After you have submitted the Small Group Workshop Presenter Application:

- Wait for an e-mail from Kaitlin O'Hara, Krysten Bonacci, or Anthony Paletta informing you that your workshop has been **accepted** and they will give you the **link to register as a presenter**. If your school is paying for you to attend, be sure to have the P.O. number ready. You will also have to option to pay on-line with a credit card. If you are choosing that option, be sure to have the card ready before you begin. *\*\*Advisors will be CC'ed on this email to ensure thorough communication on who has and has not been approved to present. Note – this is separate from the confirmation e-mail you will receive immediately after submitting your application.*
- If your workshop is accepted, please continue to refine and practice your presentation. Get feedback from your advisor and others. The more you prepare, the better your presentation will be.
- Create a professional-quality handout that will accompany your presentation. Be creative!

Thanks! We look forward to your outstanding work!

Questions:

Contact Kaitlin: [kaitlin.ohara@oasc-oh.org](mailto:kaitlin.ohara@oasc-oh.org)