

# Workshop Presenter Certification

## Certification Intro

This certification is intended to take you through the steps of preparing a Workshop for presentation to adults. The eight required workshops should be taken in sequence as each one will tend to build on prior ones. While most of those taking your workshops will be Adventurer, Pathfinder, or other youth leaders, the methods, steps, and considerations covered in this workshop series can be used in any presentation situation on virtually any topic. The skills needed to present/facilitate well are not directly tied to the subject which you are presenting.

It is well documented that if an attendee does not implement or act on things they learn in a workshop within 72 hours, they will never do it. So, one unique aspect of this certification is that a significant portion of each workshop will be taken up by the attendee working on preparing for an actual presentation of their own. This is another reason why the workshops should be taken in sequence. The final workshop will give each attendee a chance to compile and share their plans for the workshop they will present and get feedback from the group.

## Teaching Resources

There is not a lot of church produced material on this topic. The one big resource is the original *Pathfinder Instructor Award Manual*. However, you will find a lot of redundancy in the sections of that manual as well as a lot of outdated information related to technology used in presentations.

There are many quality books on presentation skills. Most cover the complete subject from beginning to end, so only specific chapters will be applicable to each of the eight workshops in this certification. Public libraries are great places from which to borrow these books. If you find one that really works for you, then it might be worth investing in a used copy from Amazon. Be sure to try and get the latest edition and technology changes rapidly.

Some books to consider are:

- *How to Run a Great Workshop: The Complete Guide to Designing and Running Brilliant Workshops and Meetings* by [Nikki Highmore Sims](#)
- *Unleash the Power of Storytelling: Win Hearts, Change Minds, Get Results* by [Rob Biesenbach](#)
- *Resonate: Present Visual Stories that Transform Audiences* by [Nancy Duarte](#)
- *slide:ology: The Art and Science of Creating Great Presentations* by [Nancy Duarte](#)
- *How to Run Seminars and Workshops: Presentation Skills for Consultants, Trainers, Teachers, and Salespeople* by [Robert L. Jolles](#)
- *Presentation Zen: Simple Ideas on Presentation Design and Delivery* by [Garr Reynolds](#)
- *I Can See You Naked* by [Ron Hoff](#)

There are also many articles on the internet related to giving presentations, but they are often short articles and touch on similar points. While they can give you more up-to-date info than books, you will find books more useful in preparing to teach the full curriculum.

## Supplies attendees should bring to workshops

1. A laptop, tablet, or smart phone with presentation software installed.
2. A selection of personal digital photos of Y&YA groups, events etc. to use as illustrations.
3. A selection of resource material (hardcopy or digital) relating to their planned first presentation topic.

## Critical things to remember

1. The workshops must be presented/taken in sequence as they build on each other.
2. Provide adequate time in each workshop to do the hands-on project.

3. Participants need to be given adequate notice before the workshops sessions of the equipment or supplies they may need to bring with them.
4. Presenters never have the right to “demand” that they present at an event. Presenters are invited to present. You’re welcome to offer your services, but no one is required to let you present at their event.

# Requirements

## Pre-requisites

1. Be at least 18 years old.
2. Commit to the Youth/Children’s Ministry Volunteer Code of Conduct as outlined at the back of this booklet.
3. Be currently approved by your conference’s child protection screening verification.
4. Be a Seventh-day Adventist Christian who loves Jesus and is willing to share this love in both word and deed in the development of disciples of Christ.
5. Be approved by your conference Youth Director or their official designee to participate in this training curriculum.
6. Own a laptop, tablet or smartphone with presentation software installed, and have a basic understanding of how to operate the software.
7. Choose a topic related to Y&YA ministry on which you wish to prepare a draft/practice presentation during your Certification training workshops. Gather resources on that topic (hardcopy or digital) for use in the practice sections of the workshops.

## Overview of Workshops

### Workshops: Purpose, Participants, & Style as Foundation – CMME 351

In this first of a series of eight workshops on presenting workshops, you will learn about the primary purposes of the workshop format. You will assess your current skill level, and preview the steps needed to prepare your workshop. Additional information in this session will cover dealing with presenters’ anxiety, gathering the basic information about the presentation environment, and audience considerations. Using the information covered in this workshop, you will also begin developing a workshop that you will present at a future training event.

### Workshops: Developing and Organizing Content – CMME 352

In this second of a series of eight workshops on presenting workshops, you will learn about finding the appropriate content, how to evaluate resources, and how to organize the content once you have decided what to include. Using the information covered in this workshop, you will continue to develop a workshop that you will present at a future training event.

### Workshops: Setting and Physical Techniques – CMME 353

In this third of a series of eight workshops on presenting workshops, you will learn about how the physical setting of the workshop affects your presentation and the audience. You will also cover tips and techniques for making the best of the setting and of your own physical presence as a presenter. Using the information covered in this workshop, you will continue to develop a workshop that you will present at a future training event.

### Workshops: Visual Aid Techniques – CMME 354

In this fourth of a series of eight workshops on presenting workshops, you will learn about the strengths and disadvantages of various kinds of visual aids, and tips on how to produce many of them to get the most out of

them.. Using the information covered in this workshop, you will continue to develop a workshop that you will present at a future training event.

### Workshops: Creating and Using Active Learning Activities – CMME 355

In this fifth of a series of eight workshops on presenting workshops, you will learn about planning activities for inclusion in your workshop that not only involve your attendees but makes them into participants. Done well, these activities can actually change their experience. Using the information covered in this workshop, you will continue to develop a workshop that you will present at a future training event.

### Workshops: Creating Useful and Attractive Handouts and Materials – CMME 356

In this sixth of a series of eight workshops on presenting workshops, you will learn about the value and purpose of handouts, their basic design parameters, and various ways and times to use them to extend the value of your workshop. Using the information covered in this workshop, you will continue to develop a workshop that you will present at a future training event.

### Workshops: Online Presentation Considerations and Techniques – CMME 357

In this seventh of a series of eight workshops on presenting workshops, you will learn about the unique advantages and challenges of online presentation. Also covered are tips and techniques for involving your participants and keeping them connected. A brief survey of current apps and their positive and negative points will also be included. Using the information covered in this workshop, you will continue to develop a workshop that you will present at a future training event.

### Workshops: Final run through for your presentation – CMME 358

In this eighth of a series of eight workshops on presenting workshops, you will pull together any missing pieces of your first presentation and receive final guidance and instruction from your presenter/mentor. You will then share a brief summary, including examples of your slides or visuals, of what you plan to do in your workshop. This will be shared with the entire group, or with a small group if there are too many in the session to adequately give time for everyone to share. This should put you well on your way to having workshop ready to present at a future training event.

## Required Field Work

1. Establish a mentoring relationship with an experienced workshop presenter. Document the conversations and advice that they share with you over the course of 9-12 months.
2. Plan and prepare a 60-90 minute workshop and have your mentor or another experienced presenter evaluate your plans.
3. Present at least one workshop to a group of Youth Ministry volunteers. This can be done in your local congregation, area/region, or conference/mission. Have your mentoring workshop presenter or another experienced presenter observe and/or participate in your workshop and evaluate your presentation preparations, skills, and outcome.
4. Update your presentation plans, slides, activities, and handouts based on the feedback of your workshop evaluator.
5. Present the revised workshop to a second group and do a self-evaluation on the improvements and further refinements to be made.
6. Create a *Portfolio* that contains copies of your notes, plans, evaluations and handouts as you complete the requirements listed above. Include handouts you were given in the training.

## Portfolios

The Workshop Presenters Certification requires the participant to compile a portfolio documenting the journey, progress, lessons learned, and completion of requirements.

The portfolio should include the completed formal certification check sheet and evidence confirming requirement completion. This evidence can come in the form of signed class cards or sign in sheets, class handouts and/or photographs of participants involved in, or leading applicable activities. The evidence will also include proof of applicable research and projects completed as required fieldwork.

The purpose of the portfolio is not only to show completion of all the certification requirements, but also to be an authoritative referral source when faced with similar issues in the future.

The physical portfolio is typically a three-ring binder in which all materials are kept. However, fully digital data collection is also possible, and may become the norm as technology progresses. The content is what counts, not the form of that content. It should be well organized and easy to check over. Items should be labeled for easy connection to a specific requirement. The form will vary according to the personality and style of the participant.

## Portfolio Review

The purpose of the review is to confirm completion of the requirements. It is not to require conformity to any bureaucratic system requiring specific formats of style or presentation.

Portfolios are reviewed with a simple Pass/Fail. A failed portfolio should be returned to the participant with a written explanation of what needs to be added, corrected or completed to prove completion of the certification requirements.

Portfolios that pass should also be returned to the participant in a timely manner.

Review of completed portfolios is best handled by an invested Master Guide or Y&YA Coordinator appointed by the Conference youth director or their designee. Multiple reviewers may be appointed if the volume of portfolios is high.

It is expected that the Conference will glean new ideas, new resources and new information through this process. Permission to share insights should be considered automatic, so long as due credit is given to the author/creator.

## Recognition of Completion

Everyone likes to have their efforts recognized. Youth leaders who put in untold hours of prayer, planning, counseling, and training are no exception.

Upon successful review of the portfolio the participant is awarded an enameled pin and *Certificate of Completion*.