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15.277 Special Seminar in Communications: Leadership and Personal Effectiveness Coaching  
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## Rehearsing the Final Team Presentation ACTIVITY

As you know, the OP team presentation gives the students an opportunity to frame their experience as consultants in their OP project. The presentation cannot just play a big role in giving them feedback on individual speaking skills, it can help them manage their client, improving their grades in both OP and 15.280.

Typical Activity Outcomes	Potential “Leadership Connections”
<ul style="list-style-type: none"> <li>• Participants practice and build on their speaking skills</li> <li>• Get feedback on speaking</li> <li>• Get practice and feedback on a team presentation</li> <li>• Prepare a message based on their semester’s research project</li> <li>• Show what they have learned to both clients and profs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience the key role of consulting—feedback what they have learned</li> <li>• Helps them take a role in team management</li> <li>• Experience giving feedback to their “board” or stakeholders</li> </ul>

### Activity Materials

- Facilitator Guide
- Feedback sheets

### Activity Time Frame

Total Time: 55 minutes

Activity Schedule:

- |         |  |
|---------|--|
| 15 min: | Review the Team Presentation Planner with the team |
| 35 min: | Run through the team presentation, including Q & A |
| 5 min:  | Feedback   |

### Setting Up The Activity

Clear out space for the team to practice the choreography.

# Facilitation Instructions

## Step 1: Introducing the Activity

Your teams will be in various states of preparation. Most of them will not have had much practice in rehearsing and will not see the point of it unless they had good grounding from a consulting practice. You will need to make the point that they can benefit from the session regardless of where they are in the process.

Your task will be to act as a consultant to them, determine what needs to be done and help them go through the steps to get the most out of the session.

## Facilitation Notes

*Your job in this session is to make sure everyone pays attention to the basics of preparing and presenting a team presentation.*

*In the unlikely situation or worst-case scenario, they will not have completed the research. Then you can help them figure out as a team what needs to be done. More likely, they will have pieces of a report and some few will have a sense of what needs to be done. In this case, you will be able to take them through the presentation planner and help them prepare questions and answers and come up with an outline of content, speaking assignments and a speaking order.*

*You can even ask them to stand up and speak for a minute about their part of the presentation. This gives you a chance to coach delivery and helps them learn their parts.*

*In the best case, they are ready for a run through. Here you can help them with the planner and with the basics of team presentation: choreography of managing getting on and off, order of speaking, practicing the Q & A--preparing questions and helping them sort out who answers what etc..*

## Step 2: Overview the Activity Schedule

- 1. Find out where they are in the process*
- 2. Ask them if they know where they need help the most*
- 3. Review the planner with them*
- 4. Run through the presentation and coach them*
- 5. Help them plan what needs to be done next*

## Facilitation Hints

Regardless of where they are in the process, you should be able to help them.

### Step 3. Review the planner

Begin with the preparation questions. Help them understand who their audience is—as consultants their audience is the client. The class will role-play. Help them analyze their “real” audience—not the class and their professor. Take them through each question.

Review the problem and determine the 3 -4 key issues/points that they must make.

Then help them prepare the “big idea” : their Key Message.

Help them arrange the material—in particular, figure out how to make it a direct structure. Remind them they do not have to follow the three lenses as an organizational structure: their audience will not have an interest in nor a grounding in the lenses, except what the team has taught them. If they allude to these, they will need to define and explain them. The lenses do not make good structural elements because they are not memorable to their audience. A better structural element is one that the client most associates with—something that connects to their changes.

After they have structured the presentation, they should rehearse hand-offs and transitions.

*Also, please note that you can make a big difference in their delivery. Remind them of pauses, open gestures, emphasizing key words and phrases, and most of all, make sure they see all individuals in the audience.*

In rehearsing the team, here are notes for your observations:

1. Did you get a key message that was referred to throughout the presentation?
2. Is there a storyline? (Slides and transition statements)
3. Are the speakers balanced in terms of message and material (not that everyone has to speak the same amount—but the important material is given the balance of the time).

4. Did the speakers really see everyone in the room for a fair share of the time?
5. Did the speakers learn their key points without memorizing or reading?
6. Did the speakers use the space well to get people on and off.
7. Did the team listen to each other?
8. How will they manage the slides—best would be that each one has a clicker and changes his slides
9. What would help improve the message?
10. What would most help each speaker's delivery?
11. Can you hear a clear structure?
12. Are slides supportive of message, and visual while clarifying and reinforcing the message but not dominating the presentation?

#### **SUMMARY**

Step 4: Do they know what needs to be done next?

Step 5: Prepare them for the final by reminding them to rehearse and to rehearse in the room before the presentation if possible.