

# GRADES OF GREEN LEADERSHIP TRAINING and PRESENTATION TIPS

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# Agenda

- Leadership
- Project Planning
- Introducing Yourself
  - Getting Help from Others
- Presentation Skills
- Questions



# What Makes a Good Leader?

(Group Responses)

- Smiles
- Takes Responsibility
- Dedicated
- Compassionate
- Clear and Understandable
- Respectful
- Kind
- Strong Mind
- Open to Ideas
- Humble and not “bossy”
- Organized
- Trustworthy
- Brave
- Listens



# Project Planning

- Observe what is going on at school or in your community.
- Brainstorm ideas.
- Choose a project you are interested in and passionate about.
- What is the problem you are trying to solve?
- What are some solutions?
- What are the top 3 solutions?
- Rank them 1, 2, 3.
- Who can help?



# Making a Plan

- What actions will you take?
- How will it be done?
- Who will do it?
- Build a team!
- You can't do it alone.
- When does it need to be done?
- Communicate regularly and often.
- Be open, you may need to adjust the project and plan again.



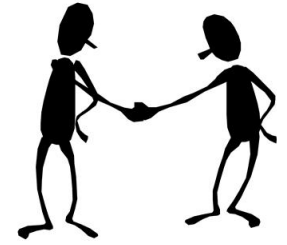
# Sample Plan

- What is the problem you are trying to solve?
- Why is it a problem?
- What actions will you be taking to solve this problem?
- Who will be involved?
- Where will actions be taken?
- When will you start the project?
- Who do you need to communicate to and how often?
- How can your actions and results stay in place after you finish this project (sustainability)?



# Getting Started

## Introducing Yourself



- Set up a meeting with person or people who can help (Principal, Business Owner, Teacher, City Employee)
  - Phone, Email, or Letter (Click here for template)
- Meeting
  - Smile, keep good eye contact, have good posture, firm handshake (but don't break their fingers!), speak clearly and make sure you can be heard, watch your body language and facial expressions, relax (no need to be nervous), and be confident and brave!
- **FIRST IMPRESSIONS ARE IMPORTANT!**



# Presentation Tips

- RESEARCH your topic- take notes
- Identify KEY POINTS- what is your main MESSAGE?
- ORGANIZE your ideas- make an outline
- Use NOTE CARDS- visual aids (posters, pictures) or create a presentation in POWERPOINT
- PREPARE
- PRACTICE in front of someone (or your family as a group)





# Do's and Don'ts

(Group Responses)

## Do's

- Project your voice to the back of the room
- Look at your audience
- Involve them
- Speak Clearly

## Don'ts

- Don't say "um"
  - If you are not sure what to say, pause, think, and then continue.
- Don't talk too long on one topic!
  - You can tell if your audience is getting bored if you look around the room while you are speaking.
- Don't be disrespectful if you get someone who interrupts or tries to steal the attention





# Don'ts

- Don't read your presentation to them, talk to them.
- Don't move around too much (hands/body) or be fidgety.
- Don't overuse facial expressions or gestures.
- Don't be nervous (if you practice and prepare, you'll be fine).
- Don't stare at one person or stay in one place of the room.
- Don't rush off the stage if you make a mistake, they probably didn't even notice and the show must go on!
- Don't avoid a question if you don't know the answer. Just say, "That's a great question. I am not sure of the answer. Let me get back to you on that."



# Do's



- Relax, breathe, have FUN!
- ENGAGE your audience.
- Smile, talk to them (don't just read your notes).
- Make EYE CONTACT.
- Speak SLOWLY, CLEARLY, and LOUD enough to be heard (not too loud).
- PREPARE note cards to remember key points and the main message.
- Be confident.
- Stay on topic!
- Ask if they have questions.
- Thank your audience for listening.