

# Creating and presenting effective and engaging workshops

## Ice Breakers

**Name aerobics** - Have each person go around in a circle and say their name with an adjective. For example, Hi! I am Gabby Grace. The trick is that when it is the 2nd person's turn they must say the person before them and their name. For example, "This is Gabby Grace and I am Happy Hailey." This continues until the last person must say everyone else's name and adjective before their own.

**Celebrity name game** - You will need sticky notes or disposable name tags and a sharpie. Write as many celebrity names on individual cards as members in your club. When the game starts place one card per person on their back. Start the time and have everyone try to guess who they are. They cannot see the card and the other people in the room cannot say the name of the person.

**Rock, paper, scissors, shoot** - each person starts out playing a game with their neighbor. Whoever loses becomes the winner's personal cheerleader. Then two winners play each other and whoever wins gains the opponent and their cheerleaders as their own. This continues until there are only two remaining players and one person wins!

**Elf, wizard, dragon** - Everyone starts as elves. They play rock, paper, scissors with a partner. If you win you advance to the next stage of wizard and you only play other wizards. If you lose, find other elves and play them. If you are a wizard and you lose, you become an elf again. If you are a wizard and you win you become a dragon and can only play other dragons. If you lose as a dragon you become a wizard. If you win as a dragon, you are out and stand on the other side of the room. This continues until everyone has won. Have people crawl or crouch as elves, walk as wizards and stand on their tiptoes for dragons as well as act out each roll.

**Scavenger Hunt** - Could be physical (I had them find something that started with each letter of KEY CLUB.) or online finding information relevant to a presentation. I liked to break them into teams of people they aren't usually hanging out with.

**Kahoot-** You could cover any topic from trivia, bylaws, policy code, DCON and Fall Rallies or whatever you need.

**Attention Check** - Throughout the meeting have a question about something gone over earlier. Whoever can answer it first wins a prize.

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## Leadership/Team building games

**Balloon Pass** - Bring a pack of balloons from the dollar store. Break everyone into teams of 3 or 4. Have them pass the ball using only their elbows, knees and then have them lay on the ground head to feet and have them pass it using their feet over their head and to the next person's feet.

**Ball toss** - Bring 3 to 5 balls per group. Have them pass it in an order where they do not pass or receive from someone directly beside them. Ask them to remember this order and say the person's name who they are passing to. Once they complete this a few times, time the group. Have them try to do it as fast as possible and race against other groups or their own time. Once they have mastered this add another ball and continue until you reach a time limit or it gets too crazy.

**Sheet game** - Bring a large sheet. Have a group try to stand on it all at once with everyone's feet on the sheet. Once they have completed this, shrink the sheet. Continue to do this until it is not possible for them to fit.

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## Examples of Past Workshops

Use this resource when planning your workshop/forum. Please note that some of the information in each presentation might not apply to your District specifically, so be sure to double check every link.

### Officer Workshops

[Be the Treasurer](#) \*

[Editor](#) \*

[Lieutenant Governor Timeline](#)

[Presidents](#) \*

[Secretary](#) \*

### International Information

[Brand Guide](#)

[International Partners](#)

[K-Family](#) \*

[What Dues Do!](#)

### Other Workshops

[Board Professionalism](#)

[Compress the Stress!](#) \*

[Happiness and Balancing](#)

[How to Dress Professionally](#)

[Increasing and Retaining Membership](#)

[Parliamentary Procedure](#)

[Planning Events](#) \*

[Service Events](#) \*

[What is DCON & Who are our MEPs?](#)

[The Power of the Members](#)

\*Denotes a folder, not presentation.

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## Ways to present information

### Images:

- Timeline
- Collage/pictorama
- Chart/diagram
- Facebook wall/Pinterest board
- Make a recipe (i.e. final product = event, ingredients/instructions = causes)
- Taxonomy (to clarify differences and stuff or when you want to show your notes)
- Do a chutes and ladders type chart with a start and finish and/or shortcuts
- Draw different sized boxes to illustrate relative importance
- Make a scale to rank stuff (e.g. rank things from unicorn → not a unicorn by drawing a line between these things and adding things like a number line)
- Venn Diagram
- A decision tree like the ones you see on Buzzfeed
- Snapchat to help people decide whether they want to/should do something

### Words and images:

- Text + complementary images (like 2 columns where one column has bullet point and the other has pictures to match; on a 1-pg sheet)
- Display board
- Video
  - Have short, informative videos if you want to present new ideas/updates and couple that with verbal explanation
  - Some kind of performance that is timed with the video so that it's interactive and draws attention
  - If you want to summarize an event, a highlight reel is a great idea
- Poster
- Make a booklet
- Newsletter
- Infographics

### Words:

- Write a text dialogue explaining the topic in the form of a conversation
- Make a help wanted ad saying the question/topic and a resume answering it explaining the topic
- Advice column explaining it all
- Make a cheer about it
- Podcast (if people bother to listen)
- A pdf (ex. the Itg ctc manual)

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### Besides PPW you could also:

- Draw/write on a board or on a screen as you go along your presentation
- Scavenger hunt (interactive but can take a long time)
- Actually, sending the info out so that your audience has it with you as you present
- If possible, a 3D model is always nice so that you can visualize it
- Photo album
- Scrapbook
- Only audio
- Only video as you talk
- Holding a mock trial/debate/acting it out
- A panel discussion with “experts”
- Create social media for your info- if applicable
- Create a cheat sheet to debrief

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## Workshop Presentation Tips

Great content is only effective when paired with great communication. Here are some tips to improve your workshop presentations:

### Eye Contact

- Eye contact is the age-old key to engage with your audience!
- Pro-tip: Scan your audience rather than stare at one or two people.

### Watch your verbal fillers

- Verbal filler examples: like..., ummm..., uh..., so..., yeah....
- Pro-tip: Film yourself presenting a section of your presentation when you are practicing. Watch the video and note specific areas that you are using verbal fillers the most.

### Be aware of your body posture

- In communication, body language can convey far more than words. Using video technology, watch if your presentation posture is “open” or “closed”
  - Open = shoulders are relaxed and almost neutral but slightly pulled back, arms are NOT crossed, standing up straight, legs are NOT crossed.
  - Closed = shoulders are forward (slouching), limbs are crossed.
- Note: Appropriate facial expression is key! Although people tend to think that smiling is the go to expression, it may not be appropriate in all situations (e.g. discussing the effects of a natural disaster).
- Most Key Club workshops focus on solutions and generally positive discussions, so take special notice to your expressions. Enthusiasm is contagious and so is apathy! You set the tone for your workshop.

### Confident, clear voice

- Practice your presentation because even the best presenters practice before they speak before an audience.
- Workshops often involve you conveying important information or demonstrating to a group how to improve their work in Key Club. To communicate the benefits of your workshops, you have to speak on your subject matter with confidence and clarity.

### Gauge your audience before and during your presentation

- Audiences vary in engagement and overall personality. If your audience lacks energy, you should put even more energy into engaging them with enthusiasm. If they are extremely talkative, make sure that you support their enthusiasm, but also reign in the excitement to stay on track.
- Humor can both aid and hurt your presentation. Always think before you speak!
  - General Tip: Don't go out of your way to add humor if that isn't how you typically conduct yourself! On the other hand, if you consider yourself to be a comedian, remember that workshops are probably not the best place to test out jokes.

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## Potential Ideas for Interactive Workshops

**Newsletter Workshop-** Tell participants to bring their own laptops. Use Canva (web based so it saves automatically and won't have to be downloaded) in conjunction with the brand guide to make beautiful newsletters. Show how to erase backgrounds in images, how to use frames, and how to insert digital signatures.

**Video Editing Workshop-** Tell participants to download the app ahead of time, it must be compatible with Apple and Android devices. Then teach them how to use transitions, keyframe animation, filters, graphics, overlays, and how to edit creatively.

**Bullet Journaling Workshop-** Bullet journaling is beautiful, simplistic, and a great way to take notes. Tell presenters to bring paper/notebook and a wide assortment of pens. Teach participants how to get creative with notes and doodles.

**How to Achieve a Fire Feed-** How to edit pictures and create graphics for social media purposes. Will teach participants how to monitor analytics and come up with witty captions.

**Graphic Logo Design Workshops-** Will show users how to use a Paint like program to make simple logos for clubs, pins, merchandise, etc.

**Game Contest Workshops-** A classic workshop, use Key Club trivia and plug it into Jeopardy, Kahoot, or even Quizlet live.

**Q & A-** A simple idea to get participants talking and to answer any questions. Can be used to answer questions about club officers, the international board, districts, etc.