

## Speaker's Lab

### Activity List & Schedule

TIME	ACTIVITY
9:00 am	Attendees begin arriving for 10 minutes of fellowship time. People usually dribble in until nearly 10:00. Ask attendees to sign the sign-in sheet; ask speakers if they have an intro they want you to read. Explain that they have 30 minutes total and that we recommend that they use 10-15 for presenting and allow 15 minutes for feedback. Ask if they want you to cue them at a certain time.
9:10	Most people are there and it's a good time to start introductions as we usually have several guests or first-timers. Intro's could go until 9:50
9:15 or 9:20	Start meeting and explain roles: <ol style="list-style-type: none"> <li>1. Cell phone ringers off</li> <li>2. 3 people (names) will speak in this order. Each has a total of 30 minutes. Each speaker has provided each attendee with an evaluation form of the speakers choosing to receive their feedback and suggestions. Please add your name and contact info so speaker can contact you if there are questions.</li> <li>3. Speakers are working on new or problem material and want ideas on how to improve both content and delivery. Speakers will provide the attendees with the key areas where they want help and also any unique aspects of the audience for whom the talk is designed.</li> <li>4. Attendees observe the speaker's delivery style and listen to their content.</li> <li>5. Attendees make notes on the evaluation form and then participate in the verbal discussion of ideas designed to help the speaker improve.</li> <li>6. Give evaluation forms to the speaker</li> <li>7. Special <i>Guest Enricher-Evaluator</i> (GE) offers suggestions (usually 5 minutes)</li> </ol>
9:25	First speaker Feedback from all; Invite comments from GE during the last 5 minutes
9:55	Attendees record ideas on their "Learning Journal" sheet Speakers record idea in their speakers "Learning Journal." Option: Have a few attendees share an idea they recorded
9:58	Second speaker Feedback from all; Invite comments from GE during the last 5 minutes
10:28	Attendees record ideas on their "Learning Journal" sheet Speakers record idea in their speakers "Learning Journal." Option: Have a few attendees share an idea they recorded
10:30	Third Speaker Feedback from all; Invite comments from GE during the last 5 minutes
11:00	Attendees record ideas on their "Learning Journal" sheet Speakers record idea in their speakers "Learning Journal." Option: Have a few attendees share an idea they recorded
11:02	Invite GE to give feedback to M.C. If there is time, can add ideas about how we all keep learning, practicing, getting feedback, and getting more professional as speakers.
11:12	Announce next lab. Adjourn the Lab. Many people hang around and talk for another 15-20 minutes. Make sure the trash is removed from the tables, etc.