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**Follow these guidelines and host a discussion group that is an interactive leadership learning experience!**

**INTRODUCTION** Establish credibility and enthusiasm. Be confident and assertive. Your intro should contain: Your name(s), school, why you selected the topic, your experience with the topic (why you are qualified to present this workshop).

**Length of time:** 1 - 2 minutes

**ICEBREAKER** Many times it would be appropriate to have an icebreaker at a workshop, BUT, because of the length of the ones at state - there is NOT time. Students came to your workshop to hear a new idea - not to just play a game.

**TOPIC INTRODUCTION** What will participants learn during your workshop? Why do they want to stay awake during your presentation? State your topic and list the goals of your workshop.

**Length of time:** 1 - 2 minutes

**BODY** This is the meat and potatoes of your workshop. The three main parts of the body:

1. Always involve the participants in the learning process! Never read to your audience or lecture for all or most of the time!
2. Use a variety of teaching methods. Posters, displays, data projectors, videos, quotes, discussion questions, artifacts from your own project if applicable.
3. Be certain the participants have a clear understanding of your topic. Ask questions, if necessary.

**Length of time:** 10 - 12 minutes

**CONCLUSION** Summarize the main points you've made. Give the participants something to remember and take away from your presentation. How do you make it effective? Use a gimmick! Use a picture, a saying, a symbol or catchy phrase or song. Your goal in the conclusion is to give the audience something to really think about.

**Length of time:** 1 - 2 minutes

**Spectacular Workshops include:**

- Plenty of handouts for everyone!
- Your complete contact information on the handout.
- Photos, artifacts...Show off your "stuff"
- Lessons you learned...by doing the project...what wisdom can you pass along to someone else who would want to do this project?
- Sources you used to complete your activity/project.