

Group Presentation – Public Speaking Assignment (Points = 2)

Social Workers are called upon to make group presentations and engage in public speaking on a wide range of issues and in a variety of settings including: legislative hearings, case presentations, staff in-services, community meetings, staff meetings, educational forums, classroom lectures, awards ceremonies, and fund-raising events.

In order to prepare for the work of professional Social Work, it is important for Social Work students to gain experience and exposure as group presenters and public speakers. The Social Work field education practicum offers students a tremendous opportunity to develop the skills necessary to becoming effective group presenters and public speakers.

This Field Assignment requires the student to work with the Field Instructor on the selection, preparation, and presentation of topical information relevant to the needs of the Field Agency. The student should prepare a written outline of the presentation and include relevant handouts.

In preparation for completing this Field Assignment, the student is encouraged to consider the following:

- Designing the presentation by:
 - ✓ Choosing a subject that addresses the needs of the Field Agency.
 - ✓ Researching the subject matter.
- Setting clear objectives for the presentation through consideration of:
 - ✓ What goals are desired as a result of the presentation?
 - ✓ What is the most effective way of attaining those goals?
- Developing an outline to meet the objectives of the presentation.
- Building audience attention and retention through the use of:
 - ✓ Specific ways to develop rapport with the audience.
 - ✓ Consideration of the appropriateness of using personal experiences.
 - ✓ Visual aids (power point, charts, graphs, videos, slides, props, & illustration boards).
 - ✓ Workbooks.
 - ✓ Use of effective social work communication skills (including pauses).
 - ✓ Audience participation exercises.
- Practicing the delivery of the presentation through:
 - ✓ Recording (and reviewing) the presentation through use of a tape recorder or video camera.
 - ✓ Rehearsing in front of a mirror.

- ✓ Rehearsing in front of a family member, friend, or colleague who can give feedback.
- Anticipating problems that may be encountered during the presentation (e.g. interruptions, questions from the audience that the presenter does not have an immediate answer for, time constraints.)
- Preparing specific ways to respond to potential problems.
- When appropriate, encouraging audience feedback through:
 - ✓ Written evaluation forms.
 - ✓ Verbal comments.
 - ✓ Ways to contact the presenter (e-mail address and phone number).

References:

<http://www.csun.edu/~vcecn006/hintspre.html#Enthusiasm> (This website, “*Presentations Provide Golden Opportunities*” is an excellent resource for group presentations and public speaking)

Walters, Lilly, *What to Say When... You're Dying on the Platform*, McGraw-Hill, Inc. 1995 (ISBN 0-07-068039-6). (This book is an excellent resource on preparation for group presentations and public speaking.)