**PRM 361 Oral Presentation Guidelines**

**(75 points)**

**Oral Presentation Purpose and Format:** *The purpose of the oral presentation is to allow program teams an opportunity to present their program proposal and report briefly on the program they actually provided. Presentations are to be two PechaKuchas in length ( 40slides total progressing every 20 second for a total of 13 minutes, 20 seconds). Presentations must include ALL group members equally and use Power Point technology. This is a time to showcase the effort you have put into these projects throughout the semester and clearly describe the program that you have created. Your challenge is to determine which portions of your final proposal are MOST important to include in your presentation, to capture the audience’s attention and present your material clearly. Tell us an engaging story of the experience! Presentations will be followed by 5-10 minutes of Q & A. Please include images of your program throughout the presentation. No make-up presentations will be accepted. Student groups should plan and prepare to present at their designated day/time.*

**Due Date: Announced in class (depends on your group date chosen)**

**Components that should be included in your final oral presentation include but are not limited to:**

* Program Name & Overview of Agency (including your interest in the project)
* Mission (if there is one)
* Participant Needs (include information about how you plan to assess their needs)
* Program Purpose, Goals and a sample of Participant Outcomes or Objectives (hierarchical)
* Animation Plan Overview or Program Schedule Overview
* Include necessary details from Section III to help the audience better understand your program. All groups should include the following (some of these areas can be combined onto one slide):
	+ Venue and special arrangements (include map or images if possible)
	+ Inclusion Plan
	+ Overview of equipment and supplies
	+ Promotion Plan (include sample flyer)
	+ Overview of Budget (the income / expense summary sheet)
	+ Staffing Plan
	+ Management Plan or PERT Chart (this should be a detailed flow chart of tasks)
	+ Cancellation Plan
	+ Risk Management Overview
	+ Evaluation Plan & Sample Evaluation Tool
* Brief on your program
	+ One slide summarizing what you actually did
	+ Then, tell us the story of what happened during your actual program
	+ Paint a picture for us…make us feel like we were there.
	+ One slide summarizing your evaluation findings
* Anything else as needed for your specific program
* Every group should include a final slide indicating a summary what they have learned about program planning and evaluation through designing and implementing this program

**Oral Presentation (75 points)**

Student groups will be evaluated on the following:

* Professionalism (Including Dress)
* Organized and Cohesive- Clear Talking Points
* Strong Introduction and Conclusion
* Preparedness/Organization/ Presented within Time Limits
* Appropriate Content – Does their brief oral presentation match their proposal content?
* Enthusiasm and Energy
* Effective Communication Skills
* Ability to Solicit Questions and Respond Directly
* Involved All Group Members
* **Students must submit their Peer and Self Evaluations the Day they Present in Order to Receive a Grade for Their Oral Presentation**