

Virtual Mentor Presentation

This document is intended to provide ideas and examples of how to present information virtually to a group, especially on a first-time topic. Time can be adjusted to fit your needs. Be creative. Talk to other mentors. Have fun!

5 Minutes	Welcome and Introductions <ul style="list-style-type: none">Provide adequate time for participants to join the session.Set expectations for how the session will be conducted. Should everyone stay muted? Will there be audio/visual? How should you ask questions?
5 Minutes	Icebreaker: <ul style="list-style-type: none">Introduce yourselves!Icebreakers are a great way to get unfamiliar people to feel comfortable, especially if discussing a topic that they know little about. This helps to get everyone involved.Suggestions: Share your favorite activity outside of <i>FIRST</i>, What's a fun fact about yourself?
30 Minutes	Presentation of Information: Share about a topic that you know. It's always best to present on a topic you are passionate about and know well. What topic are you presenting on? <ul style="list-style-type: none">How to do plan to present the information? PPT, video, etc.Is there any part that can be 'hands on' or visual? Visual aids keep participants engaged. How can you support the team? <ul style="list-style-type: none">Business/Marketing/Financial planCareer AdviceLearn technical basicsProvide Subject Matter Expertise
5 Minutes	Wrap up, Questions and Takeaways: <ul style="list-style-type: none">What materials and top tips participants take away from this? Share with the group what those top tips are. This helps to link the information together and to encourage questions. Evaluation: <ul style="list-style-type: none">Encouraging of feedback. Ask participants to share their thoughts on length of time, subject matter, presentation/style, etc.Was this topic helpful?