

How do I fit it all in?

One big problem with beginning trainers is that they are not sure how much content to include in a presentation. Usually, we include too much because we don't realize that some bits are more important than others or, conversely, some bits are less important and can be safely left out.

We either overload the trainees with a lot of information, much of which is less than totally relevant OR we run our session way over time trying to cram everything we can into our session. The first leaves our trainees confused and bewildered: the second makes the next trainer angry because we have taken much of her time for our topic and she either runs over time into the session after her or cuts down her time, so that the training day stays on time.

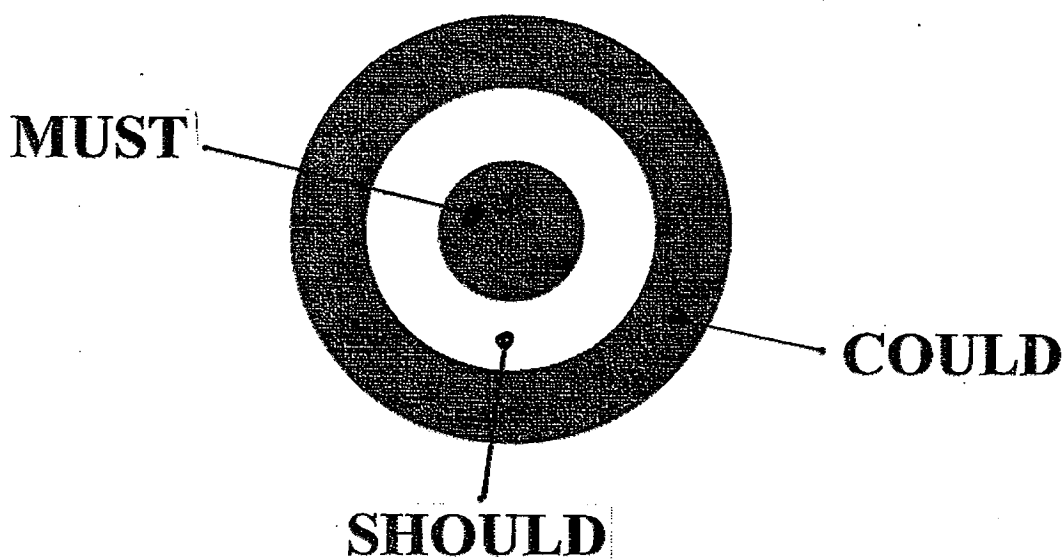
We need to be able to look at a list of content and analyse it into three groups, which I call
the **MUSTS**
the **SHOULD**S and
the **COULDS**.

Something becomes a **MUST** when it is absolutely essential to the presentation. It is central to the job or task being described and leaving it out is a great mistake eg. *the President organises, delegates and supervises various responsibilities, within the executive and the rest of the club.*

Something is a **SHOULD** when it is important to the job or task being described without being essential eg. *the President attends District Councils and delivers one vote[or with the VPS's proxy, two votes].*

Anything described as a **COULD** is a job or task which it would be nice to include but if it is absent it is not a mistake. It is neither central nor important to the presentation eg *the President attends International Conventions.*

Think of a target or a bulls-eye. The **MUST**s are the centre, the **SHOULD**s are the first band around the centre and the **COULDS** are the next band out



What we need to do is to look at the content, and the facts and figures of our presentation.

If we are very lucky, there will be time for all to be mentioned. Usually though, we will have to make a value judgement. We will need to list the points that we want to make in a priority order, that is we need to rank the content from Most Important to Least Important.

This is an example from USC Speakers Compendium

Minutes Secretary

Your job is to record important details of the meeting for use at the next meeting, and subsequent meetings, and ultimately for the club's Historian.

- * Be early and obtain a seat near the Chairman
- * Have a copy of the Standard Form
- * Attach a copy of the agenda to the Standard Form
- * Record all items of interest in the appropriate spaces [Print, or write legibly]
- * Note the time the meeting closed
- * Note who won the 4 Best awards [Speaker, Evaluator, Table Topics, and Other Assignment]
- * Pass the completed form onto the President/ Secretary before leaving the club that time.
- * Tell the Chairman that you have finished by saying: "Mr (Madame) Chairman, that completes my assignment."

Musts

- * Attach a copy of the agenda to the Standard Form, if used
- * Note who won the 4 Best awards [Speaker, Evaluator, Table Topics, and Other Assignment]
- * Record all items of interest in the appropriate spaces, if using the form [Print, or write legibly]
- * Pass the completed form, or minutes, onto the President/ Secretary before leaving the club that time.

Shoulds

- * Have a copy of the Standard Form
- * Be early and obtain a seat near the Chairman
- * Note the time the meeting closed

Coulds

- * Tell the Chairman that you have finished by saying: "Mr (Madame) Chairman, that completes my assignment."

Look at the listing of the VPE's duties and break them into Musts, Shoulds and Coulds:

When organising your presentation, aim to include ALL the MUSTs, as many SHOULDs as you can in the time. Only include a COULD if you notice that there is time left when you rehearse. Think to yourself

" Can I include this COULD or would it be better if I spent more time on some of the MUSTs?"