

# **JAZZ UP YOUR CAREER PRESENTATIONS!**

**ACPA Conference 2008 – Kristen Renee Lindsay**

## **10 Steps to Create (or Modify) an Activity**

1. Determine your goal(s):
  - What do you want participants to do?  
Examples: mingle, meditate, share ideas, reflect on an idea, brainstorm new ideas, move around the room, remain seated, analyze a strategy, etc.
  - What do you want participants to learn / gain?  
Examples: names of all other participants, appropriate strategies for choosing a major, steps necessary for setting SMART goals, how to executive company research, practice informational interview questions, learn basic resume format, etc.
  - How will you measure the outcomes of the activity?
  - How much time / effort do you have to put into planning the activity?
2. Assess your audience:
  - Consider participant characteristics: age, level of knowledge, level of ability/mobility, reason for being involved in your activity, etc.
  - What are your audience's expectations?
  - Refer to your colleagues: who else can provide insight into your audience?
3. Assess space / time allowances:
  - Does your space allow for or limit movement?
  - How is the seating configured?
  - Is there proper lighting?
  - Do you have access to technology?
  - How much time do you have to work with?
  - Do you have time before the activity for preparation work, or time afterwards for follow-up?
  - Can you ask participants to complete pre-work ahead of time?
  - Does the time of day selected for the activity present any special challenges?
4. Search for and utilize your resources:
  - Does a resource exist to assist you in planning an appropriate activity? Consider books, journals, and websites.
  - Is there a similar activity that just needs to be modified for your particular topic / goal(s) / audience / space parameters?
  - Refer to colleagues (faculty and staff) for ideas: Who else has had success creating / implementing fun activities in the past?
  - Brainstorm with co-workers.
5. Develop an activity:
  - Get creative!
  - Engage your co-workers!
  - Delegate different pieces of the project!

6. Modify an activity:
  - Determine why the existing activity will not work for your situation:  
Examples: activity is too long, complicated, too involved, age level not appropriate, too much advance preparation, out of date, etc.
7. Create a list of needed materials and props:
  - Will the activity require game pieces / handouts / props?
  - Will the activity require audiovisual equipment that needs to be reserved in advance?
  - Do you need to make copies of any handouts or worksheets?
  - Do you want to reward students with candy or small tokens?
  - Can you easily transport all of the necessary props to the site of the activity?
8. Ask someone to review the activity, or test it out:
  - Ask co-workers to individually review your activity.
  - Demonstrate the activity at a staff meeting for feedback.
  - Ask student workers in your office to review the activity.
9. Implement the activity:
  - Don't forget to check off all the items on the "Materials/Prop" list that you create ahead of time!
  - Expect the unexpected last minute snafus!
  - Smile and have fun!
10. Review the activity, incorporate feedback, and write down improvements for next time:
  - Were participants engaged?
  - What were participants' comments after finishing the activity?
  - Did the activity fit the time frame?
  - Did participants easily understand directions?
  - Utilize a quick survey, or have participants submit a brief reaction to the activity and incorporate their thoughts for the future.