

cpas

VENTURES
Life changing holidays for 8-18s



ventures sunday

Preparing a Presentation



your ventures sunday presentation: some helpful hints!

Whether you speak in front of people a lot, or you're having a go for the first time, make sure you spend time thinking about what and how you want to communicate. Here are some ideas...

The format

There are three main ways of presenting the information you want to share:

1. **Doing a short talk**

Some people prefer to write a talk because it means you can get across your whole message in one go – just write down everything you want to say and simply read it. It can be a good idea to type up what you've written so you don't find you can't read your own handwriting!

2. **Being interviewed**

If the idea of standing up at the front of church and doing a talk fills you with horror, you're not alone! Lots of people find that very intimidating so you might decide you'd rather ask someone to interview you. There are two main benefits to this – you're not on your own at the front, and if you forget something the interviewer can remind you!

3. **PowerPoint presentation**

Let your photos (and a little bit of writing!) speak for themselves! If you really don't want to have to stand at the front of church and talk to people you could use your own photos (or the ones we've provided) and a very brief written outline of your Ventures experience to communicate your message – one sentence for each slide will be more than enough! Download our template at:
www.ventures.org.uk/telling-others/ventures-sunday/

All of these formats are great – you just need to choose the one which you think would suit you best!

What to include

If you follow this basic outline (whichever format you're using), you shouldn't forget any important information!

- **Where?** The name of your holiday and the area of the country it's in.
- **When?** The dates you were away.
- **What?** A brief outline of what you did during the week – remember to include a little about the worship and teaching times (maybe the theme you covered, or the book of the Bible you looked at, a new song you learnt), the activities you got up to (your favourite, something you did for the first time), the food (your favourite meal, something you wouldn't normally eat but you enjoyed) and anything else you particularly enjoyed.
- **Who?** The number of young people, the number of leaders, a little about mixing with new people.
- **Why?** Only you can answer this one! The top three reasons why you decided to go on a Venture!

Practice makes perfect!

You've done all the hard work, now a couple of ways in which you can get the best out of yourself and your audience!

You might feel a bit daft, but once you've decided what you're going to say, practise! There are lots of ways you can do this – stand in front of the mirror, ask your mum/dad/youth leader/hamster to listen to you (and give you HELPFUL feedback), record yourself and listen back (a bit weird, but effective!). Whichever option you choose, make sure you go through the whole of your presentation as if it is the real thing – that way you'll have a rough idea of how long it'll take, and it'll help you think about how you might cope if you do make any mistakes.

If you're being interviewed, arrange a time with the interviewer to practise – if you have the option, try and do it at least a couple of days before the Venture Sunday service itself. If not, make sure you give yourself plenty of time before the service – don't arrive at church five minutes before it starts!

If you're doing a PowerPoint presentation, find out well in advance who is responsible for organising the technology for the service. Make sure you give them your presentation several days before – there's nothing worse than turning up at church to discover that the file you spent hours working on isn't compatible with the in-house technology!

Ask people you trust to sit where you can see them

It is nerve-wracking speak in public so make sure you have some friendly faces where you can see them...and ask them to smile! It's also worth remembering that church congregations are one of the most positive groups you can ever speak in front of you – they want you to succeed!

Ask a few people to pray for you

Every church has people who are brilliant at praying, and your youth leader or church leader will be able to tell you who they are. Write them a letter or ring them up, explain what you're doing and ask them to pray – they'll be really pleased you asked!

Lights, camera, action!

The vicar's called your name and you're on your way to the front of the church – a couple of last minute tips for the moments before you start...

- **Look out into the congregation and find a friendly face.**
Ignore everybody else and direct your presentation to that one person
- **Make sure your piece of paper is the right way round!**
There's nothing worse than starting to speak and discovering you've lost your place already!
- **Pause and take a deep breath...**
This will help you deal with any nerves you're feeling
- **Start...slowly**
There's no rush so take your time!
- **The end!**
Smile, thank people for listening to you and make your way back to your seat!

The aftermath!

Immediately after your presentation you're likely to feel a huge surge of adrenaline – that's entirely normal! Enjoy it!

Getting feedback

Most people who do a lot of public speaking will tell you that getting helpful feedback from people is a really important part of the process of improving their skills.

Before you do your presentation, ask one or two people you trust – maybe your youth worker, your minister, another adult in the church that you respect – if they'd be willing to give you some feedback after they've spoken. You could ask them to tell you two things they thought you did really well, and two things you could improve on for next time. And ask them to be specific – 'I really liked the photos you used in your PowerPoint – they helped me understand what your Venture was like' is much more helpful than 'I thought your PowerPoint looked nice'.

Listening to criticism can be tough – if there's anything they say that you disagree with take some time to think about it and if after a couple of days you still think they're wrong, have a conversation with them about it – they may not have explained their point very well, or you may have misunderstood them.

Thinking about the positive and the challenging feedback is equally important – if we only listened to the positive stuff we risk never reaching our full potential, but if we only listen to the challenging stuff we could end up feeling pretty rubbish about ourselves. Both are vital!

Sharing your experience!

Here at Ventures we'd love to hear how you got on! Download a feedback form and share your sense of achievement! Maybe ask someone to take a photo of you either during your presentation, or a posed shot afterwards, and send a copy to us! Email us a copy of your PowerPoint presentation (if you use one) – we'd love to be able to share the inspiration!

Ventures are one of the ministries of CPAS.

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