

Training timing chart

Activity	Purpose	Duration in minutes	Timeframe
Introduction	To welcome participants, establish some shared experiences, communicate expected results and handle the logistics.	30	9:00 – 9:30
Handling nervousness	The purpose of this activity is to explore our very normal and very natural nervous reaction and what to do about it.	30	9:30 – 10:00
Break		15	10:00 – 10:15
Team work	The purposes of this activity are to rehearse your presentation in front of a friendly audience, to help each other by using the Presentation Feedback Criteria and to become more comfortable delivering your presentation.	90	10:15 – 11:45
Lunch		45	11:45 – 12:30
Handling questions	The purpose of this activity is to practice hearing and answering the types of questions that show up during an IOOV presentation.	60	12:30 – 1:15
Dress rehearsal	The purpose of this next activity is to practice delivering the full IOOV presentation, including engagement with the audience.	60	1:15 – 2:15
Break		15	2:15 – 2:30
Dress rehearsal	Continuation of above.	60	2:30 – 3:30
Tailoring	The purpose of this activity is to practice adjusting the presentation to different audiences' needs.	45	3:30 – 4:15
Break		15	4:15 – 4:30
Close	The purpose is to congratulate and wrap up logistics.	30	4:30 – 5:00