“How to Conduct a Seminar Tips”

7 30 2020

**The Basics**

* Know your subject.
  + The videos and supplemental materials teach.
  + Simple is better. If you don’t know what you are saying is correct, don’t say it.
* Identify your audience.
  + College bound
  + Teens
  + Pre-teens
* Get buy in.
  + Pastor
  + Youth minister
  + Ministry chairperson
* Decide presentation date and time.
  + July, October, February, April and audience dependent
* Determine presentation format and length
  + Introduction – presentation – discussion – summary
  + Introduction – presentation/discussion questions/presentation/discussion questions… – summary
* Promotion
  + Invite your neighboring parishes; team up
  + Calling and email
  + Bulletin, website, pulpit announcements …
* Logistics
  + Video licenses: archdiocese, ACDVO (Empowerment Project) or permission
  + Room set up
  + Technical capability (Do not take anything for granted. Have a Plan B.)
  + Refreshments
* Debriefing
  + Audience evaluation – simple: “worth time, liked, can be improved”
  + Planners’ critique