ALL CHILDREN READING
AFRICA WORKSHOPS

Guidelines for Presenters

Kigali, Rwanda
February & March 2012
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NOTE
This document is part of a set of workshop documents:

- All Children Reading Workshop Information
- Agenda
- Action Planning Matrix
- Country Team Guide
- Guidelines for Presenters
- Guidelines for Facilitators
- Useful Information for your travel to / in Rwanda

The documents are available on the registration site www.regonline.com/Register/Checkin.aspx?EventID=1054665 as downloads. You can log on to the registration site any time.

Workshop Webpage: www.globalpartnership.org/support-we-offer/early-grade-reading/all-children-reading-workshop/

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Please print and bring all workshop materials to the workshop. Hard copies of the workshop documents will not be provided.
1. **OVERVIEW AND EXPECTATIONS**

- The All Children Reading workshops are meant to lead to practical, action-oriented planning (*Please see the Action Planning Matrix for additional, crucial information*). For each technical topic, the participants (country teams) will be asked to address, in group work, a set of planning issues to be considered. (For instance: how to train teachers in large and rapid scale but without a cascade model that can lose fidelity?) An initial set of very important issues will have been decided in advance, with space for adding new ones. For each issue, the country teams will have to decide how to address the problems or tradeoffs posed. We would like your presentations to help support that action planning. These presentations are not meant to be theoretical presentations, presentations of case studies for their own sake, or academic debates.

**Your presentations should, therefore, have the following characteristics:**

1. The presentations should start with a reminder of the dire situation and the need for action based on what will have been said by various presenters the first day, and the need for an approach that is a *very sharp departure from business as usual*.

2. The slide content leading up to that last slide should:
   a. Raise whatever points of theory or research *justify* the focus on (and importance of) the action items below. When using theory or research or evaluation evidence, explain how good the evidence is.
   b. Use 1-2 case studies or comparisons of previous efforts, as well, to *exemplify* how it has been done in other situations, with, again, pointers to the action items below. Specifically the presenter should address how the matter was deal with in a non-business-as-usual fashion to provoke sharp improvements.
   c. *Warn* the audience: explain what are the difficulties typically encountered in dealing with each issue and what it takes to resolves them, again pointing at the action items.

The idea is that by making sure that you justify the issues that are important in a., and warn as to difficulties normally encountered in c., you alert the audience to the need to get prepared. In b. you will have given examples of how it is possible to get prepared and execute.

3. Presenters should end with a last slide or two that reminds the audience of the practical issues to be dealt with. (Refer to section on Presentation Tips below.) Presenters should ensure that the audience also walks away with clear actions or steps necessary to achieve the goal.

4. We specifically want presenters to stay away from gratuitous or academic controversies and debates. Presenters should submit the evidence for their action ideas (based on research, evaluations, case studies), but should not classify their positions into particular schools of thought in contradistinction to other schools of thought and argue their positions based on these factions.

5. We emphasize the need to present only ideas for which there is a strong evidence base, if there is a strong research base, and to state the strength of the evidence (see point 2.a.). In areas where there is no evidence, and the issues are more a matter of common sense and experience, or other more experiential forms of evidence, the presenter need not refrain from making his/her points, but should, again, note that this is based more on experience and common sense than research evidence.

6. As the goal of these workshops is for each country to develop a set of concrete action steps towards improving early grade reading at the country-level, each presentation should also touch upon issues of scalability, for example how to move from small to large scale interventions and the importance...
of partnerships built along the way. Presenters should be prepared to briefly answer potential questions in regard to finance and scalability; however this will also be covered in the logistics/management presentation.

7. Feel free to cover, in your presentation, how your organization learned about the issues, or how a learning or progressive action-evaluation-action approach was used to hone the techniques.

8. Lastly, if relevant, presenters should touch upon any cross cutting issues such as inclusive education, girls’ education, out of school children and the use of innovative technology in early grade reading interventions.

**PLEASE NOTE:** Presentations will be video-taped, edited and possibly distributed to a wider audience after the workshop. We ask that you have strong “sound-bite” type sections that will help the videographer and editor to take elements of your presentation. You should be dynamic, high-energy, and provide a presentation that someone would want to watch on video.

### 2. EARLY GRADE READING THEMATIC AREAS

- The **Action Planning Matrix** (please find attached as separate document) will be distributed to the country teams and will be their main planning tool throughout the workshop. The Action Planning Matrix will guide each presenter as to the issues he or she should be covering. We would like each presenter to make sure they cover as many of the action and decision issues included in the Action Planning Matrix as possible.

- **Note:** Please feel free to add additional action items to this list (see Action Planning Matrix) and to your presentation. However, in general it may be impossible for the presenters to cover all of the topics listed. The presenter should use his/her best judgment to select the key topics and keep in mind the importance of departure from business-as-usual and the need to defend the choice of points to emphasize using as much evidence as possible.

### 3. PRESENTATION TIPS

**Deadlines and Requests**

- Final presentations are to be emailed to workshop coordinator Catherine Henny at chenny@globalpartnership.org for comments and feedback by:
  - **Workshop 1:** February 20th
  - **Workshop 2:** March 4th

- Please also provide a short bio and photograph for our list of presenters by **February 15th** to chenny@globalpartnership.org.
Formatting

- Typically, each presenter will have approximately 45 minutes, with a 15-minute Q&A session. We highly recommend that all presenters and panelists practice their presentations in advance and time them to ensure that they fit within the allotted time.

- Below are some helpful hints on crafting an effective power point presentation:

  ■ Select or create your own theme
    - Coordinate a set of fonts, colors, and graphic effects that you can apply to your entire presentation.
    - Avoid distracting colors and fonts.
    - Select a font carefully – sans serif fonts (i.e., Arial or Tahoma) tend to be easier to read from a longer distance than serif fonts (i.e., Times New Roman or Garamond).
    - Include the title of your presentation, your name and organization on Slide 1.

  ■ Use video and audio to convey your message more effectively
    - Visual aids can be very effective in highlighting learning points.
    - When possible include short excerpts from films, photos, audio tracks, Internet demos, or other sample early grade reading materials, that help participants grasp and remember your message.

  ■ Use graphics to illustrate/emphasize key points
    - A well-chosen chart or diagram can often convey much more to your audience than can boring bulleted text.

  ■ Use animations and transitions wisely

  ■ Remember
    - Use no more than 6 lines per slide.
    - Use no more than 6 words per line.
    - Never read from a slide - use it to summarize your main points.
    - Use powerful graphics to relay and support your points.

If you have any questions about preparing a presentation, or would like feedback on the amount or structure of material presented on slides, or are seeking ideas for an exercise for your session, please contact:

- Catherine Henny at chenny@globalpartnership.org.

- For guidance on how to cover technical content, contact Luis Crouch at lcrouch@globalpartnership.org.