

## Teaching & Planning Tips for Compost Workshops

### Public Speaking is right behind Death in a list of what people fear, but.....

If you really believe in what you are doing and want to share it with others.  
If you have a passion for a subject, **you can overcome fear and TEACH well!**

### YOU

- Enthusiasm & Humor
- Know material (*If you don't know, write it down and get back to them*)     **You are an INDEX not an Encyclopedial!**
- Keep It Simple (people want to use the clock not design it)
- Hands-On: use props, move around, do activities BUT keep on schedule
- Interactive: Engage the audience; ask them questions don't just lecture – like “Leaves, are they C or N?” or “If your pile smells bad, what do you do?”
  - Make audience feel comfortable & relaxed to ask questions.
  - Audience asking too many questions? Defer person to stay after workshop or say “I will get to that later”
- Make Eye Contact with audience and DON'T just read from the CD or overheads.
- Share personal experiences, but limit number so stay on schedule
- Instructors: 2-3/workshop best – audience likes diversity and more help to set-up, take down & plan
- Practice presentations ahead of time, standing up, with props (where possible) pretending to use Audio Visuals so get flow and timing.
- Clothing: casual, not too wild
- Earrings: no dangly ones – distracting

(over for workshop planning tips)

### **Workshop Tips**

- Length: 1 1/4 – 1 1/2 hours MAX
- Best Compost Workshop size: 10-40 people
- Mix up the Media: Use CD Rom, Overheads, go outside, or just talk - but don't do the same thing the whole workshop
- Room set up: theater style fine (just chairs), with tables if have room
- Agenda –Write start times for each topic area and speaker
- Start & Stop on time; use a Timekeeper – you or a co-speaker give time warnings to keep workshop on schedule
- Verify Workshop room week before program, check for water outlet, hose, walk around in room and outside to visualize workshop flow and set up
- Overheads need to be large print. At least 24 point font
- Get supplies together (use check list in Master Composter notebook or prop box))
- Set workshop Fee: if it costs, it has more perceived value