

Tip sheet for Community Legal Education (CLE) facilitators

(adapted from 'Getting Your Message Across,' by Teamwork Training Services 'Presentation and Facilitation Skills,' by Aticus)

1. Preparing your CLE session

There are different ways to engage with your audience. When we want someone to learn something new we need to incorporate different ways for people to acquire the information.

- Some people learn by being given information or explanations
- Others want to try things out and learn from relating to practical examples
- Others prefer to watch a demonstration or with pictures/videos

Think about how you can incorporate a range of modes of learning in your session. You might use:

- Explanations
- Data/statistics
- Research
- Handouts
- Questions and answers
- Dialogue between two presenters
- Pictures/cartoons
- Small group discussion
- Charts
- Flow charts
- Props
- Active participation
- Real-life examples
- Role plays
- Identifying with (eg. have you ever had to...?)

Work with the Community Development Team to identify existing module materials and workshop resources. Adapt them to your specific audience and give your presentation some structure. Remember that you can't cover everything related to a topic and select the most relevant information for the audience.

People generally remember THREE MESSAGES! Think about what you would like these to be and repeat them throughout the presentation.



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2. Getting on top of nerves!

The key to managing nerves is preparation! Here are some tips:

- Colour code your notes according to 'essential to say' and 'could be left if time is short'
- Prepare your materials the day before
- Decide what you will wear and choose something you feel comfortable and confident in.
- Arrive with enough time to assess the room and check all equipment
- Remember that most people want you to succeed!

3. Beginning your CLE session- the 'ABCDs'

Consider how you will cover the following four elements in your first 5 minutes:

Attention. Get the audience's attention.

- Examples- use a cartoon, tell a story, use props, ask a question.
- DON'T begin with an apology or mention that you are nervous! No-one will have noticed unless you bring attention to it!

Benefits. State the benefits of listening.

- Examples- 'What I hope you will gain from today is...'
- If the session outline has not been specifically asked for you could also ask people what they want covered in the time you have.

Credibility. Explain why you have the expertise to be speaking about this topic.

- Introduce yourself and your role.

Direction. Outline the direction the presentation will take and how it will be structured.

- Example- 'I'll provide some information about... then we'll discuss what that means in practice and then...'
- Provide opportunities for questions- throughout the session or save until the end?
- Give info about breaks if relevant.



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4. During your CLE session

Some tips that have worked for other staff include:

- Illustrate points with case studies or anecdotes.
- Try not to read from a script. Use dot points or PowerPoint to help you remember content.
- Don't try to be someone else when you present!
- Use repetition.
- Use repetition (haha).
- Think of the session as ten minute 'chunks' of time- people will only concentrate for that long before their attention wanders and you need to include variation for their attention to be maintained throughout the session.
- Don't drown the audience in slides or slabs of text. Remember that they are just there to support your presentation.
- Ask questions and invite participation. This is more engaging, but also means less speaking!
- Try to anticipate the likely answers or responses so you can move the discussion forward.
- Summarise it all at the end to provide clarity and relate back to the beginning



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CLE Planning Worksheet

1. **Session topic:**

2. **Target audience.** Who are they? What do they know? What don't they know? What do they need to know?

3. **Objectives.** What are your objectives for the session? What are the objectives identified by the host organisation/group?

4. **Room setup.** How will you set up the space?

5. **ABCDs**

How will you gain their **attention**?

What will you say about the **benefits** they will gain from the presentation?

How will you introduce yourself and establish your **credibility**?

What will you say about the **direction** the presentation will take?

6. Content. List the 3 main points or content areas you will cover:

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-
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7. Modes of engagement and learning. How will you accommodate different ways of learning? What tools or resources could you use?

8. Summary. What will you say in summary? What key points do you want to reinforce/reiterate? Where can people get more information?