

## The Outline

### Preparation

To allow the Mentee to discover how to create a teaching seminar. This is explained in more detail in section 2 - The Teaching. Agree on a seminar that needs creating.

Use the Flow Template to ask the specific questions necessary for an effective flow session. Do not skip any questions on the Flow Template diagram. Use this template to help you come up with experience ideas.

### Experience It

Set a goal for the appraisal experience.

Here are some suggestions for the experience you can take your mentee on. Remember the key is do it *with* them.

Mentoring Directors:	Creating a seminar for training day or injection session at a conference.
Mentoring Team Leaders:	Creating a seminar for local church or team training day.
Mentoring Team Members:	Creating a seminar for the team.
Mentoring Students:	Creating a seminar/training session for student volunteers.

### Question It

Progress through Question it continuing to use the specific questions and activities listed in the Flow Template pack.

### Understand It

Use the teaching provided to unpack the principles associated with creating a seminar.

### Multiply It

Progress through 'Multiply It' continuing to use the specific questions and activities listed in the Flow Template pack.

## **Teaching Notes**

Use these notes in the 'Understand It' section, to re-teach the mentee what they have learned through the experience, and fill in gaps in their understanding.

### **Principles of Creating Seminars**

#### **1. Write about what you know.**

- You can only teach what you've already learned.
- Prioritise the importance of what you teach based on what you've experienced.

#### **2. Brainstorm**

- Always start with creating ideas and angles. Never limit yourself at the very beginning.
- Be as creative as you wish at this stage. Draw pictures, find video's, music etc.

#### **3. Research from a biblical perspective**

- Discover what the bible teaches on the subject matter. Is there anything unexpected or that sheds light on your own experience?

#### **4. Understand the Why, How & What**

- Make sure you emphasise the WHY of your teaching. Answer the question, "Why is it important?"
- Follow this format when teaching. Start with the why, then explain the how and finish with the what's of your teaching.
- The WHY is the reason. The HOW is the guiding principles. The WHAT are the practical steps.

#### **5. Think through the 3 A's**

- Always have a main aim, this is usually defined as part of the Why.
- Always have an attention. Create an attention by asking what truth the audience already knows that can connect them with your why.

#### **6. Plan modules into your seminar.**

- Are there modules that are experiential, participatory, image driven or about connecting people, which will reinforce points of the seminar you are trying to make.

#### **7. Add Tools to your seminar.**

- Find or create tools that will equip the people listening to put into practice what you are teaching.
- An example of a tool might be the Flow Template, which equips people to disciple.

#### **8. Always create a draft and rehearse.**

- Always create a draft outline and send it to others for feedback.
- Always read out loud what you've written after leaving some time since writing it.
- Where possible always leave at least a couple of days between revisions of the seminar.
- When creating a second draft focus on making the teaching concise, take out words or thoughts that distract and don't add to the meaning of the seminar.
- Always rehearse the final seminar outloud in front of someone.