

OCRFA

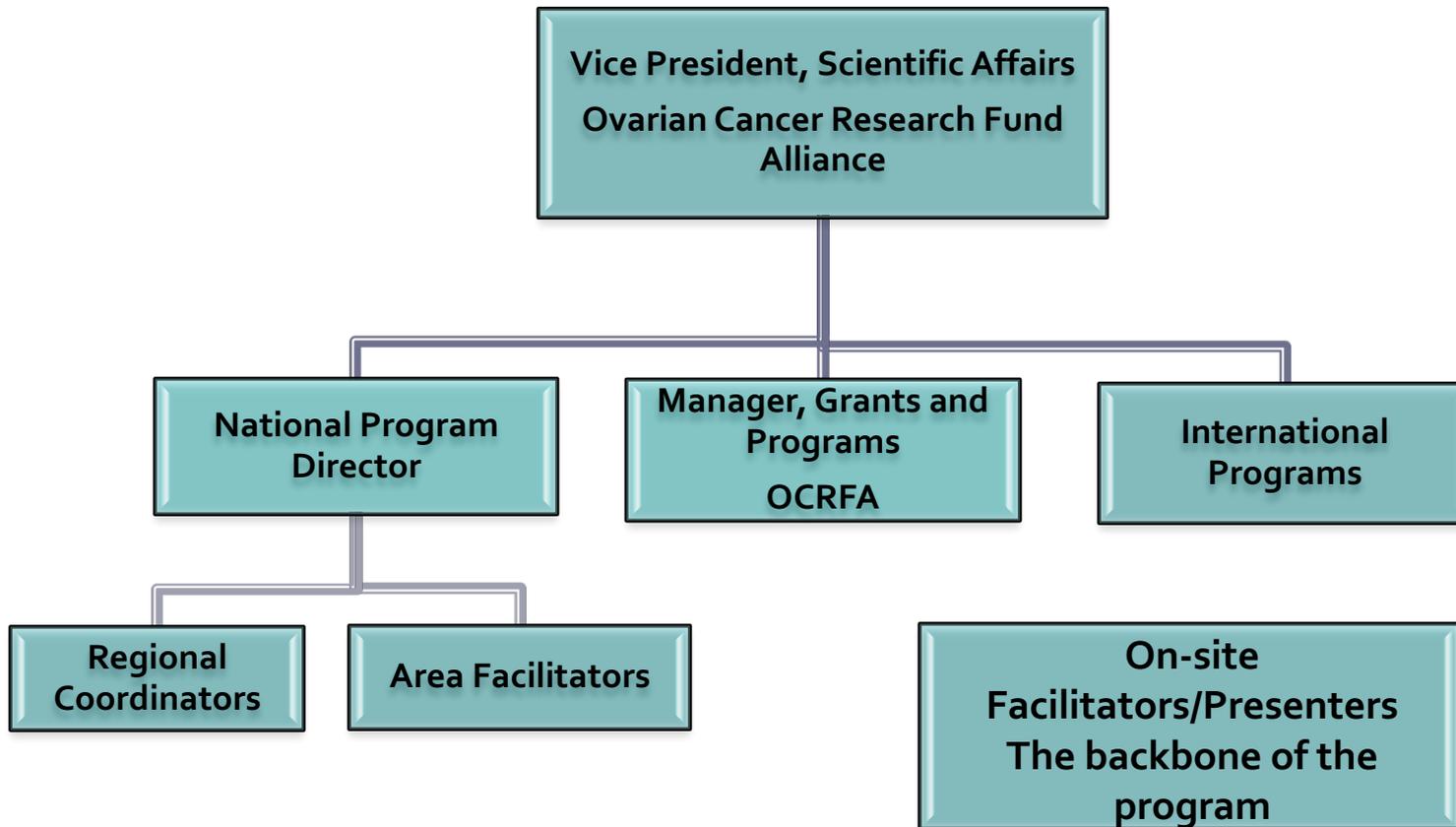
Ovarian Cancer
Research Fund Alliance

Survivors Teach Students: Saving Women's Lives®

On-Site Facilitator Training:
Managing the Presentation



The STS Team [®]



OBJECTIVES OF TRAINING

1. Understand the significant responsibilities of the on-site facilitator
2. Know and understand the key messages of a presentation as sanctioned by OCRFA
3. Understand time management and troubleshooting techniques
4. Know how to answer questions during presentations



YOUR ROLE AS A FACILITATOR

1. Act as an ambassador for the STS[®] program
2. Act as a leader for the presentation team
3. Open and close the presentation
4. Ensure that key messages are delivered
5. Facilitate the Question and Answer session
Administer the pre and post evaluation surveys and return them to area facilitator
6. Distribute Resource and Information Handout and symptom cards.



BEFORE THE PRESENTATION

- Contact presenters and remind them of time and place
- Ensure school has copies of pre and post evaluation forms
- Review script for presentation and practice
- Copy of facilitator's checklist (Handbook pages 23-24) and the Resource and Information Handout
- PowerPoint STS® Presentation
- Symptom cards



PRESENTATION in 5 PARTS

1. Introduction – 5 minutes
2. Pre-evaluations – 5 minutes
3. Facts and stories – Three stories approximately 7 minutes each and Power Point presentation
4. Conclusion – 5 minutes
5. Q&A – 15 to 20 minutes depending on time



INTRODUCTION

- ▶ You and the presenters
- ▶ What is STS®
- ▶ Ovarian Cancer Research Fund Alliance
- ▶ This presentation will be different from typical lecture classes
- ▶ Key Messages:
 - Statistics about ovarian cancer including most lethal gynecologic cancer, most women are diagnosed at a late stage, no screening test
 - Risk factors and symptoms
 - What to do if you suspect ovarian cancer



The Stories and The Facts

- ▶ Each presenter tells her story, emphasizing only the key messages that apply to her situation (not all presenters had all symptoms or risk factors)
- ▶ The survivor's story puts a face and voice to the disease, which is a powerful tool in increasing students' understanding and recall of the facts about ovarian cancer
- ▶ The facilitator will present the key messages as outlined in the Power Point presentation and handbook provided by OCRFA
- ▶ Either tie the stories together with the facts or present the facts followed by the stories



MANAGING TRANSITIONS

- ▶ Use the information from the STS® PowerPoint presentation and Handbook available in the toolkit interspersed throughout the presentation
- ▶ Know presenters' stories
- ▶ Place the presenters in order that correlates with the key messages
- ▶ Summarize key messages made by each presenter
- ▶ If presenter's story does not match key message, use explanatory language to deliver message
- ▶ Introduce facts from your personal story as needed to deliver key messages



CONCLUSION

- ▶ Thank students for their time
- ▶ Reiterate key messages and fill in any that weren't mentioned
- ▶ Open up to Q&A
- ▶ Collect evaluations after Q&A and hand out symptom cards and Resources and Information Handout



Q&A

- ▶ 15–20 minutes of questions at the end of the presentation – depending on timing
- ▶ As the facilitator, you moderate questions. Make sure everyone has to chance to be involved
- ▶ Come prepared with a few most commonly asked questions



AFTER THE PRESENTATION

- ▶ Forward evaluations to Area Facilitator for data entry
- ▶ Review the presentation and make notes of anything you would improve or change and anything that worked well as reference for future presentations
- ▶ Make sure to thank your presenters for their hard work and time
- ▶ Remind presenters to submit requests for travel reimbursement



TROUBLESHOOTING

- ▶ When a presenter exceeds 7 minutes
- ▶ When a presenter goes off script
- ▶ When stories do not relate to the key messages
- ▶ When you have an emotional presenter
- ▶ Handing out additional material
- ▶ Particular treatment questions



THANK YOU FOR PARTICIPATING!

