

Introduction

Greetings RPCV!

Likely you are looking at this handbook because you have volunteered or are interested in volunteering for an opportunity to speak — or be a global presenter — about your Peace Corps experience in a school or university classroom, to a community group, at a senior center, at a fair or festival, or to a business or other organization through the Northern California Peace Corp Association.

Speaking about your service is special in so many ways. It allows you to connect with others as well as influence and inform them about different cultures and the world. You have the chance to truly help others understand what it was like to walk in your shoes and live through your totally unique experience.

This handbook is designed to help you understand what is involved with presenting, explain expectations, and offer information about the commitment you are making by volunteering.

We hope you find this information useful. You can find additional information online at www.norcalpca.org.

The Global Presenters Speakers Program
Northern California Peace Corps Association
San Francisco, California

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1. When You Volunteer to Present

When you volunteer to be a global presenter, you are an ambassador for the Northern California Peace Corps Association. Thank you for representing us by being professional, friendly and approachable; by ensuring your own Peace Corps experience is the central focus of your presentation; and by being of service.

2. Commitment Basics

When you agree to be a global presenter, there are some basic guidelines we ask you to follow:

- Plan on showing up 15 minutes early or more so that you have enough time to find parking, meet the site coordinator, and set up, if necessary.
- If you cannot keep your speaking commitment, please contact the Global Presenters Outreach Coordinator at speaker@norcalpca.org right away so we can arrange an alternate presenter.
- Ensure you have transportation to and from the speaking engagement.
- If you will be giving a PowerPoint or similar kind of electronic presentation, plan to bring a back-up on a flash drive to the event.
- If you have any issues or concerns related to the speaking opportunity you have volunteered for, please contact the Global Presenters Outreach Coordinator as soon as you are able so that she can help troubleshoot.

3. Getting Matched to a Speaking Opportunity

Generally RPCVs learn about a speaking opportunity through one of the Northern California Peace Corps Association newsletters, the Global Presenters section of our website, an email promoting an opportunity, or by direct request. RPCVs can express their interest in a speaking opportunity by either filling out and submitting an online form via our website or by emailing speaker@norcalpca.org.

Online submissions and emails then reach the Global Presenters Outreach Coordinator (GPOC), who responds to all inquires. If a search is still on to fill a position, the coordinator will generally arrange to have a brief call with the RPCV to talk about the opportunity. In that call, we discuss things like whether the RPCV has:

- much presentation experience
- presented about his or her Peace Corps experience before
- spoken to the kind of audience listed in the current opportunity
- a PowerPoint available
- availability in the time frame that works for the venue

- any concerns about the opportunity

After discussing these things and it looks like the RPCV is a good match for the opportunity, the GPOC sends an email introducing the RPCV and the contact at the organization hosting the RPCV to speak. This email will confirm all of the logistical information about the opportunity and suggest the RPCV and organization contact connect directly to work out any details. The GPOC always asks to be copied on all correspondence so that he or she can jump in and provide support. And, when appropriate, the GPOC sends a reminder a day or two before the event to ensure everything is a go and all loose ends are tied.

The role of the GPOC is to ensure a speaking engagement is filled and managed as seamlessly as possible. It's important that all parties are well-supported so they can feel confident about the upcoming event.

After the speaking opportunity happens, the GPOC follows up with the RPCV and the organization contact to get any feedback on how everything went, and the GPOC shares feedback confidentially among all parties. This is helpful in providing a growth path, especially for those RPCVs who would like to speak more.

And of course, once an RPCV presents at one speaking engagement and the GPOC gets to know him or her, it clears the way to bypass some steps to be confirmed for future speaking engagements.

RPCVs interested in speaking in general can also inform the GPOC so that he or she can be on the lookout for the opportunities that are of specific interest.

4. How to Prepare

- Focus on your own unique personal experience, and use language of the senses to help your audience feel what you felt during your Peace Corps experience.
- Have a couple personal stories of interactions you had with your counterparts and community members to illustrate aspects of the culture, people and life of the country you served.
- Use artifacts from your service like fabrics, art objects, currency, tools, and photos.
- Include a few words from the language of your country in your event to inspire curiosity. Be sure to define any foreign words that you use.
- Share traditional snacks from your country of service during your event.
- Be careful not to use Peace Corps acronyms or jargon your audience won't know.
- Leave time for Q & A and keep your answers concise and engaging.

- Have fun! Think of your presentation like a conversation with a friend who wants to learn about your experience.
- If you are new to presenting in general or new to presenting this material, we highly recommend that you practice it a few times before the official presentation. The Global Presenters Outreach Coordinator is available to listen to a dry run and provide feedback, if desired. We can also connect you with experienced presenters who are willing to share tips.
- Watch example presentations on the Northern California Peace Corps Association website: <http://norcalpca.org/globalpresenters.cfm?gp=313>
- For tips and tricks on preparing your presentation, see the Resources section.

5. General Expectations

- Come prepared to your presentation feeling practiced and comfortable with your presentation material.
- Use appropriate language during your presentation, that is, use professional language and avoid using swear words, especially when presenting to children.
- Use appropriate content during your presentation, that is, know your audience and what your audience would be receptive to. Sometimes some of the most memorable things you have seen during your time in the Peace Corps are memorable because there was something shocking or disturbing about it. Be selective about what you share; it is important to be truthful and real, and it is equally important to engage but not upset your audience.
- Dress appropriately for the kind of presentation you are giving. For a classroom, dress in casual but professional attire. For a professional organization like Rotary Club, dress in more formal professional attire. For other occasions, use common sense.
- There is a possibility that someone from the Northern California Peace Corps Association will want to take your photo or video your presentation to use in one of our newsletters, on our website, or for training purposes. If you prefer not to be photographed or videotaped, please inform the Global Presenters Outreach Coordinator.
- Ideally before diving into your presentation, you will give a short introduction about the Northern California Peace Corps Association. Please see a script you can use in the Resources section.
- Depending on the kind of speaking engagement you are at, there may be an opportunity to request donations for our organization. The Global Presenters Outreach Coordinator

will advise you when this is the case. If it is, please see a script you can use in the Resources section.

6. Resources

Websites

- The Global Presenters section of the Northern California Peace Corps Association website: <http://www.norcalpca.org/globalpresenters.cfm>
- General presentation resources: The Third Goal page on the Peace Corps website: <http://www.peacecorps.gov/resources/returned/thirdgoal/>

Tips from Past Presenters

Presenting to Middle Schoolers

From RPCV Mira Brown:

You can start the presentation by asking what the students know about your country of service, and keep asking them questions throughout the presentation to keep them engaged. I would recommend showing a video, because they love that! If you're sharing a lot of information, stop every 10 minutes or so and ask some questions. You could make a game or a small oral quiz to see what they are learning, and give small prizes to give out for correct answers. I brought red lucky envelopes when I presented about my time in China, and the students were really excited to earn them. Allow them to ask *you* questions as well, because they will probably have a ton! Try to use humor to help them relate. Young students can be very excited to have visitors in the classroom. When they get loud, wait for silence or find a way to help them quiet down.

From RPCV Christine Moore:

Bringing a treat or something symbolic of her service to share with the kids goes over really well. I did some comprehension question games after each topic that we covered and they seemed to like that a lot! Also examples of words in English and the language that she learned to share with the students is really fun. Pretty much just switching gears every 10 minutes or so for the students works really well since their attention span can be quite short.

Presenting to an Audience of All Ages

From RPCV Hannah Danto Dorafsha:

Start with a base PowerPoint you can find on the Peace corps website. Hold onto that and tweak it to whatever makes sense for the audience.

Having an activity to do for the group is a great reminder to make sure the presentation is interactive. It is easy for you as the presenter to talk, but it makes it more interesting for the audience to have an activity to do. For example: show different pronunciation of

words, and then passed out words on cards and engaged participants by having them guess how to pronounce them using a pronunciation key.

Tell personal stories, which are key to an audience's ability deeply relate to the storyteller's experience.

Have a prop or memorabilia of your Peace Corps experience to show.

Be specific in sharing about cultural differences. Example: Tell how the people of Kiribas do not use the word "no," and then tell stories about the implications of that, especially when it came to someone asking to borrow something.

Compare what everyday life is like in your country of service to what it is like in the U.S., touching on such things as the kind of food they ate, living circumstances, the weather, transportation, etc.

Ask the audience questions, helping to switch up where the audience put its attention.

All of these things help engage the audience's imaginations so they could picture what it would be like to walk in your shoes.

Scripts for Opening and Closing a Presentation

- Script for opening a presentation:

At start of Presentation – to be given by site coordinator or presenting RPCV

Option for Site Coordinator:

Today's presentation by [NAME OF PRESENTER] is courtesy of the Northern California Peace Corps association whose mission is to promote understand between peoples of the world – also known as the Third Goal of Peace Corps.

Option for RPCV:

My name is [PRESENTER NAME] and I am excited to present to you today. My presentation is courtesy of the Northern California Peace Corps association whose mission is to promote understand between peoples of the world – also known as the Third Goal of Peace Corps.

Both the coordinator and RPCV pick up from here:

The Northern California Peace Corps Association Global Presenters Program matches returned Peace Corps Volunteers to speak to schools and community groups. These Volunteers provide an on-the-ground perspective of the lives they shared with their host communities in over 100 nations around the world.

Although our presenters are former Peace Corps volunteers, the Northern California Peace Corps Association is independent of Peace Corps and receives no funding from Peace Corps or the Federal Government, so it depends on donations to keep the Global

Presenters Program a free service to schools and community groups around Northern California.

If you would like to get more information about the Global Presenters Program, request a returned volunteer speaker or make a donation to the program there will be fliers available after the presentation or you can visit their website www.norcalpca.org

After the Presentation

- Script for closing a presentation

Option for Site Coordinator:

Thank you to **[NAME OF PRESENTER]** for sharing their experiences as a Peace Corps Volunteer in **[NAME OF COUNTRY]**.

Option for RPCV:

Thank you for your attention during my presentation for about my experience as a Peace Corps Volunteer in **[NAME OF COUNTRY]**.

Both the coordinator and RPCV pick up from here:

Thanks to the Northern California Peace Corps Association and its Global Presenters program for facilitating today's presentation.

If you would like to get more information about the Global Presenters Program, request a returned volunteer speaker or make a donation to the program we have informational fliers available or you can visit their website www.norcalpca.org