Communications Presentation

**Materials Needed:**

* Laptops for editing/viewing website
* Projector for presentation:))
* Participants will need cellulars
* aux cord

**Time Needed ( min/meeting & # of meetings ):**

* Half hour ~ hour
* four meetings (but can squeeze some together if needed)

**Outline of “Curriculum”:**

* website, internal communication, social media, awards submission, media
* First Training Session (Round Robo):
  + give an overview of goals/objectives and how we use the website, communication, social media, awards, community outreach, and media to accomplish these
    - goals include: promote team ( team image/accomplishments )
* Second Training Session:
  + Explain importance of internal communication/familiarize with past and current methods
  + Ask if they have any ideas for improvement
  + \*insert cool activity\*
* Third Training Session:
  + Types of pages/entries to post on website
  + Focus on the use of media to enhance the website/social media accounts
    - Slideshow of good/bad pic (have them explain why/why not
  + Encourage them to take/post a sic pic and ask if anyone would like to write the blog post (do not publish until proof read)
* Final Training Session
  + Show em the types of awards that are available/how community outreach&demos tie in
  + Play videos/give examples of questions asked
  + Have Deanna, Dylan, and Michael tell personal stories of preparing/speaking w judges
  + \*insert cool activity\*

**Certification:**

By the end members should be able to effectively implement internal communication efforts as well as differentiate what is appropriate to post online/what is not. They must appreciate the process of awards submissions and understand the importance of community outreach and demos. Certification will be given based on quality and merit within each session.