

# Virtual Mentor Presentation

This document is intended to provide ideas and examples of how to present information virtually to a group, especially on a first-time topic. Time can be adjusted to fit your needs. Be creative. Talk to other mentors. Have fun!

<p><b>5 Minutes</b></p>	<p><b>Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>• Provide adequate time for participants to join the session.</li> <li>• Set expectations for how the session will be conducted. Should everyone stay muted? Will there be audio/visual? How should you ask questions?</li> </ul>
<p><b>5 Minutes</b></p>	<p><b>Icebreaker:</b></p> <ul style="list-style-type: none"> <li>• Introduce yourselves!</li> <li>• Icebreakers are a great way to get unfamiliar people to feel comfortable, especially if discussing a topic that they know little about. This helps to get everyone involved.</li> <li>• Suggestions: Share your favorite activity outside of <i>FIRST</i>, What's a fun fact about yourself?</li> </ul>
<p><b>30 Minutes</b></p>	<p><b>Presentation of Information:</b> Share about a topic that you know. It's always best to present on a topic you are passionate about and know well.</p> <p><b>What topic are you presenting on?</b></p> <ul style="list-style-type: none"> <li>• How to do plan to present the information? PPT, video, etc.</li> <li>• Is there any part that can be 'hands on' or visual? Visual aids keep participants engaged.</li> </ul> <p><b>How can you support the team?</b></p> <ul style="list-style-type: none"> <li>• Business/Marketing/Financial plan</li> <li>• Career Advice</li> <li>• Learn technical basics</li> <li>• Provide Subject Matter Expertise</li> </ul>
<p><b>5 Minutes</b></p>	<p><b>Wrap up, Questions and Takeaways:</b></p> <ul style="list-style-type: none"> <li>• What materials and top tips participants take away from this? Share with the group what those top tips are. This helps to link the information together and to encourage questions.</li> </ul> <p><b>Evaluation:</b></p> <ul style="list-style-type: none"> <li>• Encouraging of feedback. Ask participants to share their thoughts on length of time, subject matter, presentation/style, etc.</li> <li>• Was this topic helpful?</li> </ul>