



Guidelines for Giving Reports at Union Meetings

Have you ever thought about giving a report at a Union Meeting? If not, think about how you might benefit:

- Gain visibility among people who could influence your career at the union.
- Develop speaking skills.
- Feel good about working for a personal cause.
- Learn more about the union during your research on the topic.
- Learn more about training or other developmental opportunities during your research on the topic.
- Connect with staff members who can become aware of your skills.
- Serve as a role model for other Sisters whom you want to help.

So, if you do have the opportunity to give a report, think about the benefits. Then use the tips below to make sure your presentation is memorable, in a positive way.

1. **Know the protocol:** Find out what the procedure/process is for giving the report. Questions things like:
 - a. Time of presentation.
 - b. Dress code.
 - c. Distribution of notes/copies.
 - d. Question & answer period.
2. **Focus on the content structure:** Structure your report into an easy-to-follow format. This format includes opening, body, closing. Also, allow time for a question & answer period if that is part of the protocol.
3. **Know the audience:** Even though the content could be identical, your delivery style might be different for certain audiences. For example, if you are delivering a report to your Council Leadership, your delivery style might be more formal than if you were delivering a report to your SIB Committee Sisters.
4. **Know the subject matter:** Do advance research, if necessary, to make sure that your information is relevant and timely. Also, make sure the information you will provide is accurate. Check with the Local or other reliable sources.
5. **Preview the setting:** The more you know about where you will be presenting, the more comfortable you will be during the presentation. So make sure you verify the room setup and preview the room.

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6. **Know “What’s In It For Your Audience”:** Sometimes your audience may not be totally receptive or interested in your report. The cause for this could be where you are on the agenda (e.g., late in the evening) or the room conditions (e.g., hot or cold).

So be prepared to *highlight the value* of listening to what you have to say right at the start. You could do this by stating two or three benefits at the beginning:

- a. These are two ways this information will help you to...
- b. There are three reasons why this information is important...
- c. This is one way you can use what I will share...

7. **Use appropriate materials:** Make sure your materials are engaging, professional, and appropriate. Some types of visuals to consider include PowerPoint, charts, and pictures. Also, proofread your materials for proper format and grammatical content.

8. **Practice, Practice, Practice:** The more you practice, the better prepared you will feel when making your presentation. Consider these approaches:

- a. Join a group where practice is possible (e.g., Toastmasters).
- b. Practice in front of a mirror.
- c. Practice in front of someone or other audiences (e.g., family, SIB Sisters).
- d. Take presentation classes.