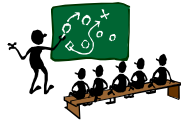


4 A's in 10 Minutes

W. Clayton Rowe

National Manager, World Vision Canadian Programs



In a busy work place we are sometimes called upon to do last minute jobs. One day as I walked into the office I was told that the presenter from our group was sick and I was to lead a 30-minute presentation. I realized I had about 10 minutes to prepare for this. After disentangling from my winter clothes I took a deep breath and grabbed a pad of paper. In the left column I wrote four words: Anchor, Add, Apply and Away.

Looking at the page, I thought about the topic to be discussed and wrote down the three most salient points to teach under “Add”.

Knowing the context of the group I thought of a quick case study where the new teaching could be applied to the work of our organization – the “Apply”.

Then, on a piece of paper I constructed a simple action plan for them to complete and take away with them. I would give them 3 – 5 minutes to construct it in class. This action plan was the “Away” that prompted them to reflect on how they could apply the new learning in the coming week.

Sometimes for me the creative “Anchor” is the most difficult so I always leave it to the last. After reviewing the “Add”, “Apply” and “Away”, I remembered a funny story where this new teaching would have been helpful to know. I would have the group share a couple of like experiences in the same way.

With 2 minutes to spare, I grabbed a mug of tea and headed into the conference room. From that day forward, regardless of the length of my presentation, the preparation starts with a pad of paper and writing four large A's down the left side of the page.



Revolutionize Your Learning! Transform Your World.

Global Learning Partners, Inc. • 877-923-3393 • www.globalearning.com