

Checklist for Presentation Day

- Reread your lesson and verify that you have all necessary materials ready to go.
- Arrive early with all necessary presentation supplies.
- Start on time.
- Introduce yourself, what you do and your bank's name.
- Ask questions to involve the students.
- Outline your presentation objectives and session content. Scripting is supplied in lesson plans.
- Maintain eye contact.
- Encourage dialogue, questions and a range of opinions.
- Draw on your own knowledge, experience and background to illustrate points.
- Keep the discussion on topic.
- Convey enthusiasm for your subject.
- Make use of teaching aids provided with lesson. This will keep lesson moving.
- If you don't know the answer to a question, admit it and promise to check on it and report back.
- Summarize key points frequently.
- Close on an upbeat note.
- Thank the teacher and give them the Teacher Tool that corresponds with the lesson you presented. Hand them a copy of the **Teacher Evaluation Card** (provided on CD) and ask them to take a few minutes to complete a very short online evaluation for the Teach Children to Save program. Consider doing something similar with the school principal.
- Back at the bank, take the online Banker Evaluation.