



## Presenters Workshop Overview: General Home Presentation

Considering the limited time, resources and funds facing many Albertans, greening our homes can seem like an overwhelming task. This General Home Presentation was developed by the One Simple Act (OSA) program to help Albertans face this task. It highlights the areas of the home where changes will have the greatest impact on reducing waste, conserving water and increasing the energy efficiency.



This document is intended as a presenter's resource to familiarize you with the workshop and associated tools. Please contact One Simple for more information or if you have any questions [aenv.act@gov.ab.ca](mailto:aenv.act@gov.ab.ca).

### The Goals of Workshop

1. To emphasize the environmental and financial benefits of greening the home.
2. To help reduce the barriers associated with implementing changes in the home.
3. To present specific, simple, and low cost ways to green the home.
4. To enable group discussion about reducing waste, conserving water and increasing the energy efficiency at home.

### Workshop Audience

While this workshop can be delivered to both adults and children, it is most relevant for adults because they take care of homes and have the ability to implement the changes discussed. Adults are also more receptive to the informational PowerPoint presentation format of this workshop than children.

The presentation can be given to a group of any size. Ideal audiences include community groups, offices (or office green teams), conferences and service clubs. The information it covers

is very practical and therefore the presentation lends itself well to a 'lunch-n-learn' type of audience.

### **Location and Time**

This workshop is best held indoors in a room with a computer, a projector, and a screen. It is best to have participants seated so they can view the screen and the presenter. If possible, be sure that the lighting is low enough to see the projected images, but adequate to see the presenter and take notes.

This workshop was developed as a general introduction to greening the home, and therefore is designed to be short and to the point. It will take approximately 20-30 minutes to present independently.

### **Presentation Materials**

#### **1. PowerPoint Presentation**

The PowerPoint presentation provides a visually stimulating and attractive backdrop for the workshop. Be sure to have the title slide of the presentation projected on the screen as participants enter into the room. The presentation is fairly reliant upon the PowerPoint to demonstrate the facts discussed and provide stimulating visuals. Therefore, if you do not have access to a projector, or do not wish to utilize the PowerPoint, you will have to tailor the presentation to be strictly verbal.

Below each slide on the presentation are suggested presenter notes. Refer to these notes when learning the presentation, but feel free to expand on them and develop the presentation according to the requests of your audience or your own knowledge. Keep in mind that audiences respond best to presenters who have a genuine interest and knowledge of their topic and infuse their true personality into the workshop being delivered. Therefore, knowing the script and taking liberties to make it your own is encouraged!

#### **2. One Simple Act Commitment Cards**

Once the workshop is complete, ask each participant to make a personal commitment to green one part of their home. Alternately, inform participants that they may choose any other action on the back of the commitment card. Be sure to stress that they must choose an action that they are prepared to tackle; something they will *actually* do, not just something they will think about. Once a simple action has been chosen, the individual will write out their commitment on a One Simple Act commitment form and sign their name. Research has shown that when someone writes down and signs their name to something, they are more likely to follow through with it<sup>1</sup>.

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<sup>1</sup> <http://www.cbsm.com/public/world.lasso>, accessed February 4, 2010.

I will wash clothes in cold water. I will install a low flow toilet. I will keep my drinking water in the fridge with no ice. I will only run the washing machine when it is full. I will turn off the tap while brushing my teeth. I will take shorter showers. I will strive to be ice-free. I will use the pressure I will turn down the pressure. I will replace one regular bulb with a compact fluorescent bulb.

**I commit to one simple act...**

I will \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

signature (first name only)

www.onesimpleact.alberta.ca

Alberta

[http://www.onesimpleact.alberta.ca/docs/ACT\\_commitment\\_form.pdf](http://www.onesimpleact.alberta.ca/docs/ACT_commitment_form.pdf)

Each participant can take their card home following the workshop as a reminder of their commitment. The commitment card can also serve as an inspiration to others to begin taking environmental action.



### 3. Energy Efficiency Rebate Card

This card is part of Alberta’s Climate Change Plan. It outlines the provincial government’s rebate program and how to apply for a rebate. Pass these cards out to workshop attendees if they are interested in improving the energy efficiency of their home.

### 4. Home Workshop Evaluation Form

Have each participant complete and return an evaluation form (provided in this document). It is useful to have a large envelope for participants to place their

completed sheets into before they leave. Though this workshop generally receives a great degree of positive feedback, it is always helpful to get constructive criticism to improve the workshop in the future. Therefore, placing evaluation forms in an envelope allows for participant anonymity and increases the likelihood for useful improvement tips.

### **Workshop Delivery Tips**

1. Review the workshop content well in advance of the presentation date to be sure you feel comfortable with the material you will be presenting.
2. As with any presentation, being flexible and adaptable is pertinent. Do not be put off if the number of participants is less than you had expected. As you deliver the presentation, read your audience's comprehension level. If the audience is looking lost or bored, adapt your presentation style, language, and energy level.
3. It is often valuable to begin the workshop by having everyone introduce themselves and share the green things they do at home, or some barriers they've experienced to greening their home. This will create a dialogue and encourage participants to ask questions and comment throughout the workshop.
4. Monitor group conversation. Be conscious of timing, but also try to allow space for conversations which add value to the workshop. Participants will learn more if they feel involved, and have been given the opportunity to share their own stories.
5. Prior to delivering the presentation, research and be aware of the resources available in the community. Participants will likely ask you specific questions about where to access products for greening their home. Know what products are available at the nearby hardware store and if there are any local contractors or handymen that specialize in green renovations.
6. Whether or not you are from the community you are presenting to, it will likely serve you to check the municipality website for specific issues facing the community. For example, if the town is dealing with water shortages, you may choose to spend more time covering the home improvements that conserve water. Be prepared to questions relating to these issues, as they will likely arise. Your audience will also appreciate your foresight in addressing an issue specific to them.
7. Following the conclusion slide in the PowerPoint presentation there are a few extra slides. You may wish to include one or more of these in your workshop if you want to expand the content of the general overview presentation or if the subject matter is pertinent to your audience. For example, there is a slide about conserving water in outdoor landscapes which would be pertinent to a town experiencing water shortages.

## EVALUATION QUESTIONNAIRE

Please reflect on this workshop and let us know what worked well and what needs improvement. Your input will help us enhance future workshops and resources. Your individual responses are confidential.

### EVENT INFORMATION

**Workshop Name:** \_\_\_\_\_ **Facilitator(s)** \_\_\_\_\_

**Workshop Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OVERALL ASSESSMENT

1. Please indicate your overall assessment of the workshop.

- Very Effective    
  Effective    
  Somewhat Effective    
  Definitely Not Effective

### WORKSHOP OVERVIEW

Please check the best measures your level of agreement with the following statements:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
<b><u>Workshop Content</u></b>					
The workshop objectives were clear to me.					
This workshop lived up to my expectations.					
The content is useful/applicable to me.					
<b><u>Workshop Design</u></b>					
The workshop activities stimulated my learning.					
The difficulty level of this workshop was appropriate.					
The pace of this workshop was appropriate.					
<b><u>Workshop Facilitator(s)</u></b>					
The instructor(s) was well prepared.					
The instructor (s) was helpful.					
<b><u>Workshop Results</u></b>					
I will be able to use what I learned in this workshop.					
I believe the goals of the workshop were met.					

2. Which topics or aspects of the workshop did you find most interesting or useful?

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3. How will you apply what you learned at this workshop? Please complete the following statement:

*As a result of this workshop, I intend to:*

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4. Please tell us how we could make this workshop more effective. Please tell us what topics you would like more information on and share other comments you may have.

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**BUILDING THE MOVEMENT**

5. How would you like to continue your engagement with *One Simple Act*? Please check all items that interest you.

- Add my email to the *One Simple Act* electronic newsletter
- I would like to share my progress with *One Simple Act*. Please contact me by phone or email within six months to learn how I used the information from this workshop.

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

**Freedom of Information and Privacy:** Information you provide to Alberta Environment is collected under the authority of Section 8(1) of the Government Organization Act in conjunction with Section 2(d) of the Water Act to promote the conservation and management of the environment of the province of Alberta. Personal information collected on this site is collected under the authority of Section 12(c),(g),(i) of the Environmental Protection and Enhancement Act and is in compliance with section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. Information you provide to Alberta Environment through the *One Simple Act* program will only be used by Alberta Environment to plan, deliver, promote and evaluate the *One Simple Act* program. Alberta Environment will ensure your information is protected consistent with the principles of the FOIP Act. Submitting information is strictly voluntary. By doing so, you are giving Alberta Environment your permission to use the information for the intended purpose. Your personal information will not be shared with any other public body or agency without your specific written consent or unless required to do so by law.