

# HARVARD HORIZONS

## SAMPLE MENTORING AND COACHING SCHEDULE

SPRING 2016 DATES

**Days and Times:** Fridays, 1:00-4:00

- Locations will vary week-to-week depending on our focus.
- The Bok Center studio (Science Center 317) will be continuously available for you as you work to craft the visual narrative of your talk.

**Goals:**

- A five-minute persuasive talk showcasing your most innovative idea for a non-specialist audience to be presented in Sanders Theatre on **April 5, 2016**
- Improved understanding of your own strengths and weaknesses as a communicator
- Improved understanding of your research and how to present it to a large audience

**Mentoring Process:**

The mentoring process is organized around two phases, with a mid-term interlude to reflect: **Phase I:** Focus on training in basic skills (content, visuals, voice)

**Mid-term:** First run-through, time to reflect

**Phase II:** Focus on refining your skills, perfecting your talk

**PHASE I (Weeks 1-3)**

**During February: Meet with assigned HH Faculty Fellow(s) to get feedback on content.**

**START-UP (Mentoring Team) – Fireside Room, Dudley House**

- 2 hours: Mentoring overview / discussion of previous talks / 5-3-1 activity/ expectations from GSAS from Director of Communications (Ann Hall)
- 1 hour: Meeting and discussion with the previous Harvard Horizon scholars

**CONTENT/VISUALS WORKSHOP (Pamela Pollock & Marlon Kuzmick) – Bok Center**

- Initial discussion / run-through of talks focusing on the content
- Initial workshop on creating/choosing your visuals

**VOICE WORKSHOP (Sarah Jessop) – Location TBD**

- Initial voice session: Fundamentals of body and breath

**MEDIA TEAM:** set up a meeting with media team to arrive at visuals plan.

## **Tutorial on using Keynote and Motion – Bok Center**

### **FIRST RUN-THROUGH (Mentoring Team)**

Location: Science Center Hall B

- First run-through with videotaping / group critique and open discussion

### **Individual meetings with Pamela**

- Time to refine and rethink your work after the initial run-through
- Work time with your visuals and meetings with HH Media Fellow/ Marlon as needed

**Set up second meeting with HH Faculty Fellow(s) before March 11.**

## **PHASE II**

### **VISUALS WORKSHOP II (Marlon Kuzmick) / On-camera practice (Sarah Jessop)-**

Bok Center

- Work time with your visuals
- **Finalize visuals**
- Practice your talk on camera

### **VOICE WORKSHOP II (Sarah Jessop) - Stage location TBD**

- Advanced session of voice coaching, group practice and individual advice

### **DRESS REHEARSAL (HH Team)**

Location: Sanders Theatre

- 3:00-6:00: Full run of your presentations in Sanders Theatre, talks will be recorded

### **Final Run-Through (HH Team)**

Location: Sanders Theatre

- 3:00-6:00: Final run-through after the dress rehearsal, discussion and final adjustments

## **HARVARD HORIZONS SYMPOSIUM**