

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