

Sports Ambassador Skills

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Questions

1. Do you have a desire to help others to develop and grow?
2. Do you have experience and knowledge that you want to share with others?



Presentation Tips

1. Dress smartly
don't let your appearance distract the audience
2. Smile
appear confident with upright posture
3. Greet your audience
say good morning/afternoon
4. Speak clearly
avoid monotone during presentation
don't speak too quickly



Presentation Tips (Con't)

5. Use silence to emphasize key points
6. Keep within the allotted time
wristwatch may help
7. Eye contact
8. Walk around a little and gesture with your hands
don't keep your hands in the pockets
9. Try to involve your audience by asking questions
don't read out your talk
10. Use humour if possible

Presentation Tips (Con't)

11. Practise at home in front of a mirror
12. Structure

Structure Have a logical order: introduction, middle with your main points & a conclusion	Practice Practice beforehand in front of a mirror, with a recorder or in front of a friend	Body Language Smile, make eye contact, stand up straight & move around a bit. Don't hide behind the podium!
Notes & Handouts Have brief notes on postcard sized cards. Have a handout that the audience can take away afterwards	PRESENTATION SKILLS <small>Brian Woodcock, baw@hawaii.edu, University of Hawai'i, Canada</small>	Speech Speak clearly, confidently, concisely & not too fast. Use everyday language rather than jargon
PowerPoint Keep slides clean & simple. Don't have lots of text on each slide. Use charts, diagrams & pictures	Interaction Build a rapport with your audience. Get them involved by asking & encouraging questions. Use humour if appropriate	Nervousness It's normal to be a bit nervous: this helps make you more energised. Preparation & practice will reduce nerves!

Mentor's Roles

- Support the mentee in defining their own development needs and **setting objectives**.
- Allow the mentee to raise and talk about their issues, **listen, clarify, & provide appropriate feedback**.
- Guide & encourage the mentee in their **own analysis** and to reach solutions to their problems.
- **Share** your own stories & experiences, both successes & failures.
- Help **monitor the mentee's progress** towards their objectives.



Mentoring Code of Conduct



1. Mentors & mentees will **respect each other's** time & other responsibilities, ensuring they do not impose beyond what is reasonable.
2. **Confidentiality** of the mentoring conversation however, if such information is dangerous or illegal, an appropriate approach for the mentor is to encourage the mentee to take appropriate action themselves.
3. Mentors will be aware of & adhere to any **current legislation** relating to activities undertaken during mentoring.

Mentoring Code of Conduct (Con't)

4. Mentors should **never work beyond** the bounds of their capability, experience & expertise. Where appropriate, mentors should seek advice from those competent to assist.
5. Either party may end the relationship at any time.
6. Mentors will share the responsibility for the **smooth winding down** of the relationship with the mentee, once it has achieved its purpose – they must avoid creating dependency.

References

1. Bruce Woodcock, Presentation skills, University of Kent Careers
2. Mentoring scheme guidelines, Lancaster University

Questions

Thank You!