

Developing a Lunch and Learn

Make It Interactive

Presentations need to be interactive in order to be successful. PowerPoint and other programs will help you create interesting visuals, but pictures alone are not enough to make the audience interact. Interactions can be facilitated by different activities.

- **Games:** Games can be used as icebreakers or to make a point. Choose a game that fits with your topic and your audience.
- **Round tables:** Round tables facilitate conversation between presenters and members of the audience. Round tables work best if the audience knows to prepare ahead of time.
- **Stories/Testimonials:** Ask a few people to share relevant stories or testimonials and take questions. People engage with person stories.

Ground Rules

You need to have a few basic ground rules established before the session begins. Ground rules will set the tone of the meeting. They also lay out clear expectations for the participants. Ground rules will cover the education, behavior, and communication. You should establish ground rules based on the topic covered and your audience.

Common Ground Rule Topics

- Cell phone use or lack thereof
- Respectful communication
- Transitions
- Use of equipment/props

The rules need to be basic, and you should be able to explain them quickly. Regardless of the ground rules that you choose, you need to explain them before the presentation begins.

Food Issues

Food can be disruptive, but many of these disruptions can be prevented by completing your prep work. Many office buildings and offsite locations have food policies, which you should consult before making any decisions regarding food. Even if the location does not have food policies in place, it is a good idea to consult the participants about common food issues.

Common Issues

- Smell
- Mess
- Allergies