

# NGWTE Leadership Orientation

## Inside Leadership Breakout – Talking Points

### Importance of Table Leaders

- Table Leader and Assistant Table Leaders have the most important responsibility in the conference room.
- You may ask “Why am I here?” **HANDOUT PAGE 71 FROM TEAM MANUAL**
- Read them and pray over them during your preparation for the weekend.
- You are here to support the building of Christian community among those at your table.
- You can accomplish this by setting an example of timeliness, positive attitude, and authenticity.

### Preparation for the Weekend

- As was discussed in the first portion of tonight’s training, prepare yourself mentally and spiritually to serve on this team.
- Preparation begins with knowing what is expected of you.
- You have been given some documents along with your job description....it is very important you become very familiar with the information contained in all.
- Pray daily for the team and for the pilgrims, God will send for Walk \_\_\_\_.
- You will also be receiving additional information during our team meetings, so it is very important that you participate in **all team meetings**.

### Preparing Your Talk

- You should have received a “Preparing Your Talk” document. Has anyone not received?
- Others on the team have given your talk, if you are having trouble, they will be glad to talk with you. **HANDOUT “Previous Talk Grid”**
- There are fifteen talks for the weekend and each talk builds on the previous talk.
- With that in mind, it is important that each speaker is aware he or she is only 1/15<sup>th</sup> of the complete talk.
- It is also important for you to be aware of how your talk fits into the message of the weekend and that your personal comments are relatable to the topic of your talk, not just your personal testimony.
- That being said... we ask you to be good stewards of the time allotted for each talk.
- The schedule for the weekend allows the pilgrims to discern their thoughts after a talk, discuss their ideas and emotions after a talk, and time to express their table’s reflections of the talks through artistic expression.
- In preparing your talk, if you time yourself for 20 minutes for your preview talk, your talk on the weekend will timeout perfectly.
- There are Key Points to be made in each talk – **HANDOUT “Key Points of Talks”** booklet.
- All items in the abbreviated outline must be covered...the expanded outline gives you examples of how to add personal comments.
- There are NO official write downs for any talk. The ‘PowerPoint Usage Guidelines’ are good examples for write downs.

# NGWTE Leadership Orientation

- Whatever you decide for the write downs...try to keep them to short phrases or single words. Most people remember in threes...so a 3-word phrase or short sentence broken down into no more than 3 3-word sections is sufficient for write downs.
- If you want to use Power Points along with your talk, there are PowerPoint presentations prepared for you and Guidelines to follow. **HANDOUT “PowerPoint Usage Guidelines”**.
- PowerPoint presentations are not required. We would like to note that talking with PowerPoints is a practiced skill and can sometimes be a distraction if you aren't completely comfortable with using them.
- The Tech Servant will run the PowerPoint and will need a copy of your talk with notations of when to change the slides.
- You may conclude your talk with De Colores (except for the Priority Talk, because De Colores has not been explained yet.) The Inside ALD will announce a time of silent meditation after the speaker leaves the Conference Room.
- There should be no changes to your talk once previewed, unless instructed by Lay Director at your critique.
- Dress appropriately and professionally for you preview talk. You may want to wear what you plan to wear at King's Retreat for a dress rehearsal. No flashy jewelry or anything that will distract the pilgrims. You may wear you Emmaus Cross for your talk and remove afterwards.
- You can walk in with your talk, or it can be placed on the podium for you. When finished with the talk you can leave it on the podium and it will be returned to you.
- The Escort will get you for prayer and you will not return to the conference room until after discussion. An ALD will come to get you.
- The Prayer Chapel Coordinator/Escort will have a form for you to fill out for information regarding— communion, anointing with oil, food before/after talk, carry your talk in, etc.

## Talk Critiques

- Table Leaders and Assistant Table Leaders...time at team meetings is your opportunity to learn and practice your skills at leading a table.
- A preview talk will start with the critique leader praying for and introducing the speaker.
- The speaker will give their talk and then there will be a moment of silence for reflection.
- The critique leader will then ask the tables to quickly (2 minutes) discuss what can be affirmed about the talk and what can be improved.
- Table Leaders and Assistant Table Leaders should ask for and allow for balanced discussion from all present at their table.
- After the discussion time, the Table Leader and/or the Assistant Table Leader (only) will provide the feedback to the critique leader based on the comments from the table.
- Table Leaders and Assistant Table Leaders...it is your role to explain this process to the servants at your table.
- The reason for this format is to give you opportunities to practice facilitating discussion in a table environment.
- Additionally, it allows you to filter comments so that repetitive comments are not given, and the critique time is reduced allowing the meeting to stay on schedule.

# NGWTE Leadership Orientation

- Those of you who are critique leaders, please verify that you will be in attendance the date you are to lead the critique for the talk assigned to you.

## Reunion Groups

- Table Leaders and Assistant Table Leaders will “model” reunion groups after the Perseverance talk.
- Therefore, it is highly suggested that you are actively involved with a reunion group.
- Work together during team meetings to decide how you will “model” a reunion group meeting so you have a plan on the weekend.

## Job Description Discussion

- Hope you have already taken time to read your job description but want to make note of a few points and give you some guidelines. **HANDOUT** “Table Leader Guidelines”
- Team meetings are where you train for the weekend and learn to work with your partner.
- Suggest that Table Leader and Assistant Table Leader develop an email list of Table Community and use this to communicate and follow-up with members that may have to be absent.
- Let your table members know not to enter/exit room during preview talks unless emergency.
- Your table will provide a meal for one of the team meetings. The Assistant Table Leader will coordinate. Paper products will be provided. Remember to be considerate of the expense as there are those that are on scholarships that may not be able to contribute as much as others.
- During Prayer and Share be ready to Lead – encourage sharing and praying – be conscious of the time schedule. It isn’t necessary to repeat each prayer request.
- Remember that as Table Leaders and Assistant Table Leaders you are to set the example for team meetings and on the weekend by being on time and prepared.
- On the weekend, we suggest that as the tables move from one area to another that the Table Leader be the Locomotive and the Assistant Table Leader be the Caboose to ensure that the Table Group stay together and land at the same place.

**That’s it... does anyone have any questions?**

**Please come to me with any questions you have or you can call or email us.**