Lead Facilitator Script - updated Aug 2016

Room Prep / Pre-Meeting:

1. Get familiar with Speaker so you can introduce them
   1. Find them when you arrive
2. Speaker may need screen down – white button on box by east double doors
3. Local a manual Sign-Up sheet from the Back Cabinet (near white board)
4. Set up White Board in front of room with:
   1. [www.OJTTulsa.org](http://www.OJTTulsa.org) - point folks to website for:
      1. Email List Sign-Up: [www.OJTTulsa.org/contact](http://www.OJTTulsa.org/contact)
      2. Join OJT LinkedIN group and FB Pages
      3. Join a OJT Sub-Group: [www.OJTTulsa.org/sub-groups](http://www.OJTTulsa.org/sub-groups)
      4. Attend 1st & 3rd Tuesday Evening Workshops: [www.OJTTulsa.org/workshop](http://www.OJTTulsa.org/workshop)
      5. LAUNCH PAD – JUMP IN: [www.OJTTulsa.org/launch-pad](http://www.OJTTulsa.org/launch-pad)

Open in prayer - if you do not want to or feel comfortable – ask an OJT leader to pray

INTRO Talking Points:

* OJT is a SAFE Place - To be Encouraged, Equipped and Energized
  + Work thru frustrations, etc
* OJT is a ‘Networking Strategy’ focused group to coach job seekers
  + versus black hole of job boards (for example)
* > 2000 have come through few in last ~7.5 yrs
* Cell phones ON - In case you get a call about your search etc
* Allow OJT Volunteers to introduce themselves briefly
* Mention Items ABOVE on White Board: Connect to OJT via those items
* General Question for ROOM => Networking: How many contacts have you made?
* Introduce Launch Pad Participants (names from Lisa Johnson)
  + Remind audience to make notes on resumes and put YOUR name on it to give to presenters.
  + Reference FAQ for LAUNCH PAD on website – Join 700+ others
    - * Call an OJT leader if they have questions
    - Entire room can ‘remember’ YOU best if you do the Launch Pad
  + Be Ready to ‘move’ Launch Pad participants along after “5 Minute intro”
    - Ask them about their target companies?
    - Why they left their last position?

After Launch Pad

* Talking Points
  + Get out of your comfort zone via Launch Pad
* Allow newcomers to introduce themselves.

Introduce Speaker: (get them going by 12:15p)

Closing

1. Last 5-10 minutes for discussion ~ 12:50p
2. Mention
   1. next OJT Workshop date again
   2. [www.OJTTulsa.org](http://www.OJTTulsa.org) resources – Resume, Networking, Linkedin, Interviewing
   3. Subgroups and accountability groups - encourage ‘community’ in your search
3. Everyone with interview stand up
   1. Pray for them to dismiss => If you do not want to pray, have a Leader do it.
4. Gather SIGN UP SHEETS - give to Dymian Kritikos or email to OJT leadership