

Best Practices for “Skill Topic”

- Plan out your presentation prior to the meeting. Make a list of items that you want to cover and refer to it during the presentation.
- Tell members
 - The Skill Topic to be discussed
 - What you would like the members to learn.
 - How you learned this Skill topic and your background or experience applying this Skill
- Demonstrate as much as possible during your presentation
- Have members participate as much as possible. Even subtle actions such as passing something around the room, asking someone to help hold something or move a tool when you’re done are all simple ways to keep the group participating.
- Ask members if they have any experience in this Skill Topic that they would like to share with the club, but stay on the topic
- Encourage questions and input by asking questions
- Always remember that no one expects you to have all the answers
- At the monthly meeting prior to you presenting the skill topic, let the club members know what you are presenting and ask if there is anything specifically that members want to know about
- Provide hand-outs, write-up and/or pictures to Webmaster to post in the Tips/Techniques Page on the BRWC Website

Best Practices for “Show & Tell”

- Tell members
 - What it is.
 - Why did you build it? Who did you build it for?
 - Did you design it or did you find the plans somewhere?
 - What wood(s) you used?
 - What tool(s) were used?
 - What jig(s) did you use? Did you have to build them?
 - How did you finish it?
 - How did you sand it? What grit levels?
 - What stain or paint did you use? How did you apply it?
 - What clear finish did you use? How did you apply it?
 - Was there anything that was hard or difficult to do?
 - Did you learn anything new building it?
 - Would you do anything different?
- Ask members if they have any questions or comments on your project
- Provide plans and/or pictures to Webmaster to post in the Projects or Tips/Techniques Pages on the BRWC Website