COUNTY OF LOS ANGELES
Public Health

SPEAKERS' BUREAU MANUAL

A Guide to the
4 Steps of the Speakers' Bureau Process

1	**2**	**3**	**4**
CREATING	TRAINING	TRACKING	REVIEWING
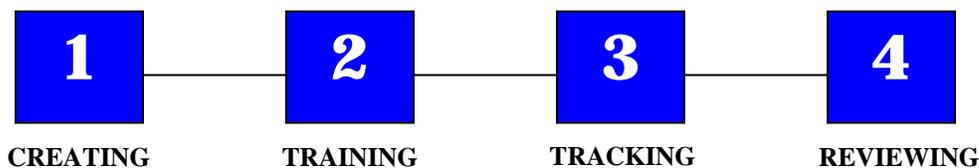
**Developed by the Speakers' Bureau Sub-Committee of the
Health Education Materials Development and Review Committee**
*600 South Commonwealth Ave, Suite 700
Los Angeles, CA 90005
www.lapublichealth.org/hea*

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I. THE BACKGROUND

Letter from the Director

Dear Colleagues,

Community partners often request presentations from the Department of Public Health (DPH). Our capacity to dispense timely and standard information is crucial. DPH's Speakers' Bureau (SB) is a way to develop presentations and train workforce members to address this need.

Speakers' Bureau members report that the SB process needs improvement. Complex and lengthy presentations are primary concerns. The *SB Subcommittee* introduces this evidence based manual to eliminate these concerns.

This manual outlines the 4 steps of the Speakers' Bureau process:
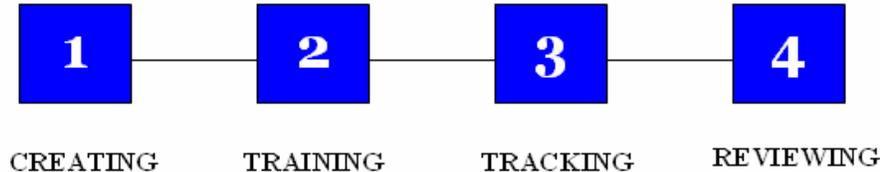
We welcome your feedback and look forward to collaboratively meeting LA County residents' health information needs!

Acting Director,
Health Education Administration

Speakers' Bureau History

Los Angeles County Service Planning Areas (SPAs) are often overloaded with community requests for presentations on emerging health issues. As a result, the Department of Public Health (DPH) created the Speakers' Bureau (SB). The purpose of the SB was to develop, disseminate, and track "hot topic" presentations provided to community groups. Prior to its implementation, At the time there was no process in place to ensure standardized, expert-driven health education presentations were disseminated to the public. In the early 2000s, the Speakers' Bureau process was created to address these issues and provided solutions by securing a network of trained health education staff (mostly health educators and public health nurses) within DPH to deliver presentations to community groups on these topics. Initially the Subject Matter Experts (SMEs) were responsible for leading the process along with presentation content development. Organizational Development and Training (ODT) was responsible for training SB members once modules were created. In 2006, a new multi-disciplinary approach was adopted with the Chief of Staff, Anna Long as lead. In early 2007, the Speakers' Bureau process transitioned to ODT and then finally transitioned to Health Education Administration (HEA) in August of 2007. Under HEA's purview, the Speakers' Bureau became the Speakers' Bureau Committee (SBC), a sub-committee of the Health Education Materials Development and Review Committee (HEMDRC).

The Speakers' Bureau is comprised of nearly 200 DPH staff, designated by their supervisors to conduct community presentations. The SB currently has standard presentations and materials about: Pandemic Flu, West Nile Virus, Emergency Preparedness, Hantavirus, and Preconception Health. Upcoming topics include: Climate Change, Physical/Social Environment, Childhood Obesity and Public Health 101. Efforts are being made to translate all presentations into various languages. Limited translation resources have made it difficult to translate all presentations, but minimally, a Spanish translation of each presentation is available.

II. THE PROCESS

Speakers' Bureau Process Breakdown

This step-by-step guide outlines the 4 steps of the Speakers' Bureau process. All documents can be found on the Health Education Administration program website at http://lapublichealth.org/hea/.

Please direct all questions to hea@ph.lacounty.gov.
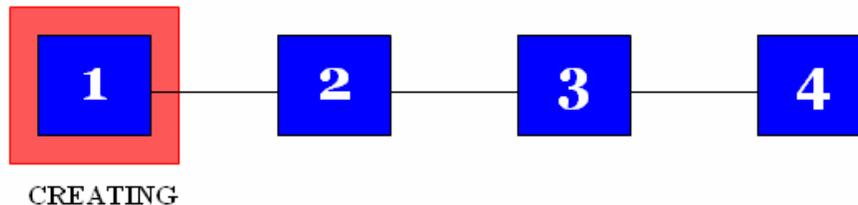
CREATING

STEP 1: CREATING A SPEAKERS' BUREAU PRESENTATION.

PROCESS:

1. Executive Team members or Speakers' Bureau Sub-Committee (SBC) identify priority topics.
2. Health Education Administration (HEA) and Organizational Development and Training (ODT) establish a development timeline.
3. Executive Team members identify Subject Matter Expert (SME) Lead.
   - SME Lead signs an Agreement Form to confirm their role and responsibilities.
4. SBC and SME Lead appoint a total of 5-7 SME committee members including:
   - At least 2 SBC members.
   - At least 2 DPH internal or external stakeholders or community resident(s).
5. SME committee produces draft presentation and materials based on guidelines in the SB manual.
6. SME committee produces a Fact Sheet using the Print Materials Sub-Committee template.
7. SME committee identifies 1-2 within the committee, to fulfill speaking requests made by professional organizations.
8. HEA forwards draft materials to Executive Team for final approval.
9. Executive Team approves final Speakers' Bureau presentation and materials.
   - Revisions will be sent to HEA. Any communication, including revisions made to presentations, will be e-mailed to the SME Lead.
10. SME committee coordinates translation of materials.

NOTES:

✓ SMEs are expected to use materials available in the "Tools" section of this manual when creating presentation content and materials.
✓ The entire development process may take up to 6 months to complete. Please see sample timeline on following page.

Speakers' Bureau Presentation Development Timeline

Creating a Speakers' Bureau presentation may take up to 6 months to complete. The timeline below illustrates the process:

| Step #	Step/Outcome	Person(s) Responsible	MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6			
			WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4
1	SME committee lead identified	Exec Team	X																							
2	SME committee members identified	SME & SBC			X																					
3	SME committee convened	SME Lead							X																	
4	Draft presentation/supplemental materials created	SME Lead													X											
5	SB content & materials approved by Exec team	HEA: Milan Hill															X									
6	Materials for trainees developed (i.e. binder, handouts, etc)	ODT: Michelle Precourt																			X					
7	Mediasite recording completed.	SME Lead & Michelle Precourt																			X					
8	SB training conducted	ODT: Michelle Precourt																					X			
9	SB content posted on ODT intranet site.	ODT: Michelle Precourt																						X		
10	SB content posted on DPH and HEA websites	HEA: Milan Hill																						X		
11	Spanish translation	TBD																							X	
12	Requests and evaluations tracked	HEA: Milan Hill	ONGOING																							
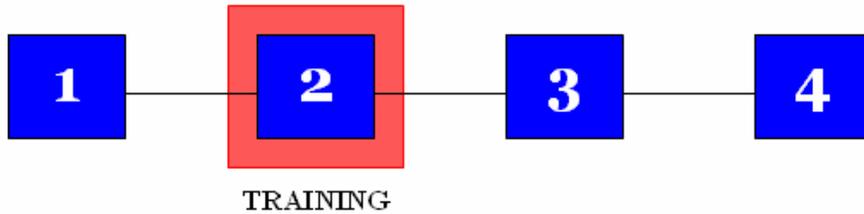
TRAINING

STEP 2: TRAINING SPEAKERS' BUREAU MEMBERS.

PROCESS:

1. Health Education Administration (HEA), Organizational Development and Training (ODT), and Subject Matter Expert (SME) Committee agree on a training strategy, date, time, and venue.

2. ODT updates the Speakers' Bureau member roster.

3. SME Lead works with ODT to complete a media site recording of the presentation.

4. ODT produces SB training materials.

5. ODT arranges logistics, sends out announcements and training event registration.

6. Speakers' Bureau training is conducted.

7. Speakers' Bureau content is posted on ODT's intranet site, HEA & DPH websites

NOTES:

✓ The training strategy may not always consist of a half-day event based on venue availability, staff capacity, or other limitations.

✓ Training materials may not always include a training binder given the scarcity of funds to produce the costly and quickly outdated materials. All materials will be posted on ODT intranet site and revised regularly.

✓ Speakers' Bureau members will be alerted regularly regarding presentation revisions and additions.
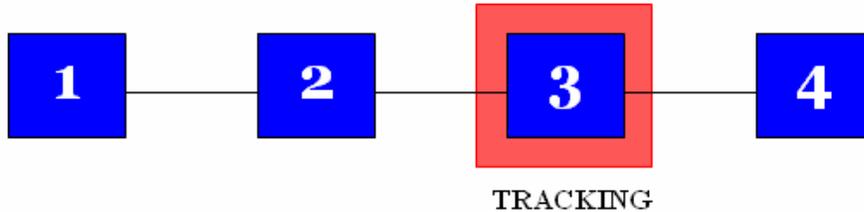
TRACKING

STEP 3: TRACKING PRESENTATION REQUESTS AND EVALUATIONS.

PROCESS:

Health Education Administration (HEA):

1. Receives initial requests. Community members can download a "Speakers' Bureau Presentation Community Request Form" at http://www.lapublichealth.org/hea/speakers.htm. Please see the "Dealing with a Request" section of this manual to view a sample.

2. HEA forwards the request to the appropriate Service Planning Area (SPA) Contact. SPA Health Educators are the SPA Contact, unless otherwise designated.

3. Inputs evaluation data into the SB database

The SPA Contact:

1. Responds directly to the requestor to accept, revise, or deny the request.

2. Plans and executes necessary logistics to fulfill the request. Most up-to-date presentation, speaker's notes, hand outs, and evaluation forms will be available on ODTs intranet site on MyPhD.

3. Sends HEA all Speakers' Bureau requests, even if they come directly to the Area Health Office.

The Speakers' Bureau Member:

1. Conducts the presentation.

2. Disseminates and collects audience evaluations. The "Speakers' Bureau Audience Evaluation" is available on ODT's intranet site on MyPhD.

3. Completes a presenter evaluation. The "Presenter's Event Evaluation"is available on ODT's intranet site on MyPhD.

4. Submits speaker and audience evaluations to HEA through County mail.

5. Assures SPA databases (i.e. NPMS) are updated with presentation information.

NOTES:

✓ HEA expects SPA Contacts to submit requests forms for all Speakers' Bureau requests, even if they come directly to the Area Health Office, to HEA.

✓ HEA expects SB members to submit all evaluations within 3 business days after the event. We understand that completing evaluations for large audiences (100+) is not doable, but we ask that SB members complete evaluations when feasible.
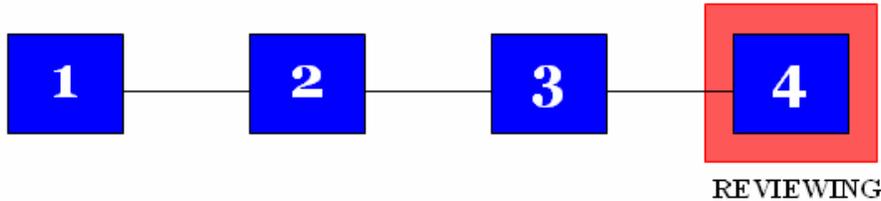
REVIEWING

STEP 4: REVIEWING PRESENTATIONS TO INCORPORATE FEEDBACK.

PROCESS:

1. Health Education Administration (HEA) receives complete Presenter Evaluations and Audience Evaluations from the Speakers' Bureau member after presentations are conducted.

2. HEA inputs information into appropriate Speakers' Bureau databases.

3. Speakers' Bureau Sub-Committee (SBC) will analyze and review evaluation data annually.

4. SBC will review and update presentations to ensure the integrity of the content and to update data and statistics.

NOTES:

✓ HEA expects Speaker's Bureau members to submit all evaluations within 3 business days after the event. Doing so will allow the SBC to integrate presenter and audience feedback into future revisions.

III. THE TOOLS

A. For Subject Matter Experts

The following pages contain tools that Subject Matter Experts (SME) are expected to use when creating presentations and materials.

SME Agreement Form: The Speakers' Bureau Coordinator is responsible for providing potential Subject Matter Experts (SME) with the necessary documents and information regarding presentation development. The potential SME will decide whether or not he or she can commit to the SME lead position. If they decide to participate as the SME lead, they will fill out this agreement form and fax it back to HEA (Attn: SB Coordinator).

SME Committee Agenda Template: Please use this template when creating an agenda for the *first* Subject Matter Expert Committee meeting. Please be sure to cover all content listed in the agenda in order to ensure the desired outcomes are achieved.

Speakers' Bureau Review Rubric: The following review rubric should be used by the SME/SME Committee as a guide when developing the content and structure of the Speakers' Bureau PowerPoint presentation. The finalized presentation will be scored by the Speakers' Bureau Committee using this review rubric to ensure community-appropriateness. The SME Committee should strive for a score of 80% or higher in each section before finalizing the presentation.

Fact Sheet Template: Please use the Fact Sheet Template to create a fact sheet for the Speakers' Bureau presentation. The structure should always remain the same; however, the questions may change depending on the Speakers' Bureau topic. Resulting fact sheets will be posted on the Public Health Nursing Administration website for nurses to 1) give to patients to read while visiting the clinic; 2) leave with their patients during home visits; or 3) give themselves a review of key points prior to providing patient consultation or community presentations.

SB Final Presentation Approval Form: A signed copy of this form must be submitted to HEA from the Executive Team indicating approval before dissemination of the Speakers' Bureau presentation occurs.

Subject Matter Expert (SME) Agreement Form

Name (please print): _____

Title/Position: _____

Program or SPA: _____

Title of Speakers' Bureau Presentation: _____

Please check to indicate completion:

☐   I have received and reviewed the *presentation development section* of the Speakers' Bureau manual.

☐   I have received and reviewed the *presentation development timeline*.

☐   I understand the role of the Subject Matter Expert committee.

☐   I understand my role as Subject Matter Expert lead.

I hereby agree to participate in the development of the _____
Speakers' Bureau presentation as the **Subject Matter Expert lead**.

Signature: _____   **Date:** _____

Comments:

_____

Please mail or fax the form and a copy of the final draft of the material to:
Health Education Administration
Attn: Speakers' Bureau
600 S. Commonwealth Ave. 7th floor
Los Angeles, CA 90005
Fax: 213-351-0755

Subject Matter Expert Committee Meeting—Agenda Template

Insert Meeting Date, Insert Meeting Time
Insert Meeting Location

Purpose:

To convene the Subject Matter Expert (SME) Committee for Insert Topic, to clarify roles and expectations, assign duties, develop a timeline, and brainstorm potential content and materials.

Desired Meeting Outcomes:

- Introduce SME Committee members to each other.
- Review the Speakers' Bureau Manual.
- Review Department of Public Health's Strategic Plan to identify key points to address during the presentation.
- Brainstorm regarding presentation content and related materials.
- Assign individual responsibilities.
- Develop an accountability timeline.

Meeting Agenda			
Timeframe	*Content*	*Process*	*Lead*
Insert Start and End Time	Welcome & Introductions	Brainstorming	Insert Lead Person's Name
Insert Start and End Time	Speakers' Bureau Manual Review	Brainstorming	Insert Lead Person's Name
Insert Start and End Time	DPH Strategic Plan Review	Brainstorming	Insert Lead Person's Name
Insert Start and End Time	Presentation content and related materials	Brainstorming	Insert Lead Person's Name
Insert Start and End Time	Assigning Responsibilities	Brainstorming	Insert Lead Person's Name
Insert Start and End Time	Developing a timeline.	Brainstorming	Insert Lead Person's Name
Insert Start and End Time	Additional Announcements	Brainstorming	Insert Lead Person's Name

Meeting Minutes will be prepared by: _____

Speakers' Bureau Review Rubric

REVIEWER CONTACT INFORMATION	ACTION
Date:	
Name:	☐ **New Speakers' Bureau Presentation**
Program/SPA:	☐ **Revision/Updated SB Presentation**
Contact #::	
Email:	

GENERAL INFORMATION & INSTRUCTIONS

Who is the Subject Matter Expert lead?	**Name:** **Program or SPA:** **Contact #:** **Email:**
Target Audience:	
What is the purpose of the presentation?	
What objectives will be met with this presentation?	

Sections A-E:

1. **Read each question carefully. Designate a category *"Meets Standards"* or *"Does Not Meet Standards"* by entering a number "1" in the appropriate field.**

2. **In the *'Column 1 Total'* field, place your cursor in front of the 0, right click, and choose 'Update Field'. This will automatically calculate the total for you.**

3. **Apply the above directions to the last 2 rows.**

✓ *A PASSING SCORE IS 80%.*

DOCUMENT REVISION

The document must be revised if any table score (Sections A-E) is <u>below</u> 80%.

Use *The Power Point* manual for guidance. It can be accessed *at* http://www.lapublichealth.org/hea/speakers.htm.*

A. AUDIENCE

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
1. Identifies action steps or desired behaviors for the audience			
2. Organizes information chronologically *or* in order of use/importance			
3. Uses conversational vs. formal tone			
4. Explains what should be done rather than what shouldn't be done			
5. Limits as much jargon and technical language as possible			
6. Explains technical or scientific language clearly			
7. Uses language that is culturally appropriate for target audience			
8. Uses same terms consistently for specific thoughts or objects			
9. Places the most important information at the beginning of the presentation and repeats it at the end			
10. Includes at least one phone number or website people can refer to for more information			
Column 1 Total	**0.00**		
Column 1 Total ÷ 10	**0.00**		
TABLE SCORE (%)	**0%**		

B. ORGANIZATION

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
1. Follows the LAC-DPH PowerPoint presentation template & guidelines			
2. Includes a "presentation agenda/overview"			
3. Matches "presentation agenda" items to slide headings			
4. Uses less than 8 words per line			
5. Uses no more than 6-8 lines per slide			
6. Uses one key point per slide			
7. Uses capital letters after every bullet			
8. Aligns all type on the left, with right margin ragged			
9. Avoids using periods, question marks, or exclamation points			
10. Uses the same font throughout the presentation			
11. Uses 24 point font as the minimum			
12. Uses 44 point font for Slide Headings			
13. Uses 32 point font for Slide Subheadings			
14. Uses subheadings that are indented			
15. Uses slide headings that are short, unique and descriptive			

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
16. Avoids using all capital letters			
17. Uses 20-30 slides total			
18. Uses 10% of the slides as an Introduction to the presentation (i.e. 3 slides for a 30 slide presentation)			
19. Uses 70% of the slides as the Body of the presentation (i.e. 21 slides for a 30 slide presentation)			
20. Uses 20% of the slides as the Conclusion of the presentation (i.e. 6 slides for a 30 slide presentation)			
21. Uses a landscape set-up			
22. Includes a footer on each slide that contains presentation title and slide number			
23. Uses Bold and Underline functions to emphasize text.			
24. Includes a summary slide			
25. Uses parallel structure (consistent verb tense)			
26. Uses tables or graphs to simplify complex information			
27. Uses ample white space and margins between sections and around headings			
28. Uses light letters on dark background (or dark letters on light background)			
29. Limits the number of graphs and tables			

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
included in the presentation			
30. Uses visuals to emphasize or explain text			
31. Includes titles or captions for visuals			
32. Avoids using scanned documents as images			
33. Uses photo-ready visuals (i.e. not distorted, stretched, or pixilated)			
34. Avoids using sound effects			
35. Uses one transition effect for all slides			
Column 1 Total	**0.00**		
Column 1 Total ÷ 35	**0.00**		
TABLE SCORE (%)	**0%**		

C. Writing Principles

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
1. Uses points that can stand alone			
2. Uses action words			
3. Uses correct spelling and grammar			
4. Eliminates overly repeated words			

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
5. Uses concrete nouns			
6. Uses short/common words			
7. Avoids using definitions unless absolutely necessary (opt for simpler words instead of extensive explanations)			
8. Uses simplest form of verbs			
9. Uses an active voice			
10. Uses present tense			
11. Avoids turning verbs into nouns			
12. Avoids noun strings			
13. Uses pronouns to speak directly to audience (i.e. 'you', 'we')			
Column 1 Total	**0.00**		
Column 1 Total ÷ 13	**0.00**		
TABLE SCORE (%)	**0%**		

D. LEARNING STRATEGIES

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
1. Includes *at least* ONE learning activity/strategy			
2. Is easy to execute			

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
3. Is relevant to the topic			
4. Is community appropriate			
5. Enhances the information being presented			
Column 1 Total	0		
Column 1 Total ÷ 5	0.00		
TABLE SCORE (%)	0%		

E. EXECUTION

Standard	Meets Standard (*Column 1*)	Does Not Meet Standard	Comments
1. Limits the discussion for each slide to 1-1 ½ minutes			
2. Follows the "Say", "Cover", "Optional" format in the speaker's notes			
3. Contains sufficient detail in the speaker's notes			
4. Contains a saved "Notes" version of the presentation for the speaker			
5. Is saved as a PowerPoint show			
Column 1 Total	0.00		
Column 1 Total ÷ 5	0.00		
TABLE SCORE (%)	0%		

Fact Sheet Template
Questions and Answers About
Insert Topic

1. What is it?

2. Who gets it?

3. What causes it?

4. How do you know if you have it?

5. How is it treated?

6. How can it be prevented?

Source(s):

1.

2.

3.

For more information about this topic, please visit the A-Z Index on the L.A. County Public Health website at www.lapublichealth.org. Additional health education topics can be found on the Health Education Information section of the Public Health Nursing website at http://publichealth.lacounty.gov/phn/.

Speakers' Bureau Final Presentation Approval Form
Executive Team

Name (please print):

Title/Position:

Program or SPA:

Title of Speakers' Bureau Presentation:

I have reviewed and approve of the final draft of this Speakers' Bureau presentation.
This material is now ready for dissemination.

Signature: **Date:**

Comments:

Please mail or fax the form and a copy of the final draft of the material to:

Health Education Administration
Attn: Speakers' Bureau
600 S. Commonwealth Ave. 7th floor
Los Angeles, CA 90005
Fax: 213-351-0755

Source: Adapted from L.A. Care Health Plan Materials Review Form

B. For Requestors

Please use the following Community Request Form when requesting a Speakers' Bureau presentation. It is important to fill out this form and email or fax it back to Health Education Administration *each* time a SB presentation is requested. The Service Planning Area (SPA) contact will be responsible for filling out the Community Request Form and submitting it to HEA when working independently with community organizations who have requested SB presentations directly from the SPA.

Community Request Form: This form should be used by *any* individual or organization requesting a Speakers' Bureau presentation. Please complete the form, available at http://www.lapublichealth.org/hea/speakers.htm and email it to Milan Hill at Health Education Administration (mhill@ph.lacounty.gov).

COUNTY OF LOS ANGELES
Public Health

Speakers' Bureau Presentation
Community Request Form

Thank you for requesting a Speakers' Bureau presentation. Please note that presentations are fulfilled on a first come first served basis. Submitting a request does not guarantee a presenter can attend your event. However, submitting two weeks or more in advance can only improve our ability to accommodate your needs. You will receive an e-mail or phone call accepting or declining your invitation within 5 business days of submitting this request.

Requestor Information	
1. Today's Date:	
2. Name:	
3. Organization or Department:	
4. Phone Number:	
5. E-mail:	
6. How did you hear about the Speakers' Bureau?	☐ **Department of Public Health website** ☐ **Health Education Administration website** ☐ **Other:**

Event Information	
7. What Speakers' Bureau topic would you like us to present at your event?	**Emergency Preparedness**
8. What kind of event would you like us to attend? Note: **These presentations use a lecture format and would not be appropriate for a health or community resource fair.**	☐ **Conference** .... ☐ **Community Meeting** ☐ **Other:** .... ☐ **Professional Meeting** ....
9a. What date are you proposing? Note: **We need to know about the event at least two weeks in advance to try to accommodate this request.**	

Event Information

9b. What times are you proposing?	
10. How much time would we have to present? Note: **We need to present for at least 20 minutes to try to accommodate this request.**	
11. How many people do you expect will attend your event? Note: **We need at least 20 participants to attend to try to accommodate this request.**	

12. Who will attend your event? Note: **Remember to check all that apply.**	☐ **Business Representatives** ☐ **Community Based Organization Representatives** ☐ **College-Aged Students** ☐ **Elementary School-Aged Students** ☐ **Faith-Based Group** ☐ **Government Agency Representatives**	☐ **Health Professionals** ☐ **High School-Aged Students** ☐ **Los Angeles County Employees** ☐ **Middle School-Aged Children** ☐ **Parents** ☐ **Seniors** ☐ **Other:**

13. What is the address of where your event will take place? Note: **Remember to include the zip code. This will help direct your request.**	Address: City: Zip Code:
14. Do you need the presentation to be in a language other than English? Note: **It might take more than two weeks to try to accommodate this request.**	☐ **Spanish** ☐ **Other:**

Please submit your completed form to:

Health Education Administration
E-mail: mhill@ph.lacounty.gov or Fax (213) 351-075
Please remember, you will receive an e-mail or phone call accepting or declining your invitation within 5 business days of submitting this request.
Thank you for making a Speakers' Bureau request!

C. For Speakers' Bureau Members

Please help us keep the Speakers' Bureau database current and up-to-date by filling out the following update form if there have been any changes to your information.

After conducting presentations, it is extremely important that Speakers' Bureau members fill out the 'Presenter's Event Evaluation'. The information from this form goes into the Speakers' Bureau database and provides useful information regarding presentation tools and materials. It is also important for SB members to bring 'Audience Evaluations' with them to every presentation they conduct. The 'Audience Evaluations' are to be passed out to participants and collected after the presentation.

It is the responsibility of each SB member to mail the Presenter's Event Evaluation and the Audience Evaluations to Health Education Administration no more than three days after the conclusion of the event.

SB Member Update Form: Please use this form to update Speakers' Bureau member location and contact information. This form can also be used to add a new Speakers' Bureau member to the list or delete an existing member. A Program Director or Manager must sign and submit this form before any changes can be made.

SB Member Presentation Checklist: Please be sure to refer to this checklist *prior* to making an SB presentation. This checklist contains helpful reminders for the proper execution of a Speakers' Bureau presentation.

Presenter's Event Evaluation: SB members/presenters are responsible for completing and mailing this evaluation form to Health Education Administration after *each* presentation they conduct.

Audience Evaluation: SB members/presenters are responsible for printing copies of the audience evaluation for their presentation. Audience evaluations should be given to *all* audience members/participants to fill out at the end of the event. The SB member is responsible for collecting each audience evaluation and mailing them back to Health Education Administration along with their Presenter Event Evaluation. HEA understands the limitations of conducting evaluations for large audience or school children, please use your discretion regarding the feasibility of conducting audience evaluations. However, keep in mind that this tool provides essential data for reviewing existing material and creating new presentations.

SPEAKERS' BUREAU MEMBER UPDATE FORM

Please help us bring our Speakers' Bureau database up to date by completing the following fields (to be completed by Director's or Supervisor's ONLY):

1. Date: _____
2. Director/Supervisor completing this form: _____
3. Program/SPA: _____
4. Please check one of the following:

☐ All employees and their contact information on my program/SPA list are current and I am not appointing any new employees to the Speakers' Bureau.

☐ Please delete the following employees from my program/SPA list:

First Name	Last Name

☐ Please add the following employees to my program/SPA list:

First Name	Last Name	Title	Phone #	Email Address	Other Languages Spoken	Receive Bilingual Pay
				@ph.lacounty.gov		Yes ☐ No ☐
				@ph.lacounty.gov		Yes ☐ No ☐
				@ph.lacounty.gov		Yes ☐ No ☐
				@ph.lacounty.gov		Yes ☐ No ☐

Please submit this form to Ching Ju Chen via email, odt@ph.lacounty.gov or fax, 213.250.5190.

Speakers' Bureau Member Presentation Checklist

☐   Latest version of the Speakers' Bureau Presentation has been printed.

☐   You have reviewed the presentation and speaker's notes using the "Say", "Cover", "Optional" format.

☐   You have printed a "Notes" version of the presentation.

☐   You have downloaded and printed all supplemental materials and handouts for the audience in "black and white" format.

☐   You have downloaded and printed enough 'Audience Evaluations' for the number of participants attending the presentation in "black and white" format.

☐   You have downloaded and printed a 'Presenter's Event Evaluation' to fill out after your presentation.

☐   You have familiarized yourself with the learning activity/ice breaker for the presentation.

COUNTY OF LOS ANGELES
Public Health

Sample Speakers' Bureau Presenter's Event Evaluation
Emergency Preparedness Presentation

Tell Us About the Event	
1. **Date:**	
2. **Speaker's Name:**	
3. **Speaker's SPA or Program:**	
4. **Organization/Department Receiving Presentation:**	
5. **Number of Participants:**	
6. **Length of Presentation (minutes):**	
7. **Language of Presentation:**	☐ English ☐ Spanish ☐ Other:
8. **Audience Composition** (Check all that apply):	☐ Business Representatives ☐ Community Based Organization Representatives ☐ College-Aged Students ☐ Elementary School-Aged Students ☐ Faith-Based Group ☐ Government Agency Representatives ☐ Health Professionals ☐ High School-Aged Students ☐ Los Angeles County Employees ☐ Middle School-Aged Children ☐ Parents ☐ Seniors ☐ Other:
9. **Would you fulfill a request for this organization/department in the future?**	☐ Yes Comments: ☐ No Comments:

Tell Us About the Speakers' Bureau Tools				
	Strongly Agree	**Agree**	**Disagree**	**Strongly Disagree**
10. I felt knowledgeable about the topic of Emergency Preparedness.	☐	☐	☐	☐
11. The speaker's notes helped me effectively deliver the presentation about Emergency Preparedness**.**	☐	☐	☐	☐
12. I felt confident delivering the presentation on Emergency Preparedness**.**	☐	☐	☐	☐
13. The words used in this presentation were easy for the audience to understand.	☐	☐	☐	☐
14. The pictures helped the audience understand the information better.	☐	☐	☐	☐
15. The presentation was easy to follow.	☐	☐	☐	☐
16. Overall the presentation was effective.	☐	☐	☐	☐
17. List any interesting or frequently asked questions you received from the audience.				
18. Please list 2 things you found *most* useful about the Speakers' Bureau tools (i.e. PowerPoint, speaker's notes, handouts).				
19. Please list 2 things you found *least* useful about the Speakers' Bureau tools (i.e. PowerPoint, speaker's notes, handouts).				

Use County Mail to send this form along with completed audience evaluations to:

Health Education Administration
Attn: Speakers' Bureau
600 S. Commonwealth Ave.
Los Angeles, CA 90005

Note: This information will be expected within 3 business days after the event.

Sample Speakers' Bureau Audience Evaluation
ABCDE'S of Preconception Health Presentation

Please tell us about the presentation you attended. All comments will be confidential and anonymous. Thank you for your participation.

For each of the statements below, place an X in the box for your response. When you are done with the evaluation, please return it to the presenter.

Speaker(s) Name: _____

Date: _____

Speaker	Strongly Agree	Agree	Disagree	Strongly Disagree
1. The speaker(s) presentation skills were effective.	☐	☐	☐	☐
2. The speaker(s) were knowledgeable about the topic.	☐	☐	☐	☐

Presentation	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I better understand preconception health after attending this presentation.	☐	☐	☐	☐
2. I can explain preconception health to my friends and family after attending this presentation.	☐	☐	☐	☐
3. I feel confident that I can make the ABCDE'S of preconception health part of my lifestyle.	☐	☐	☐	☐
4. By practicing the ABCDE'S of preconception health it can have a good impact on the health of my future baby.	☐	☐	☐	☐
5. The words used in this presentation were easy to understand.	☐	☐	☐	☐
6. The pictures helped me understand the information better.	☐	☐	☐	☐
7. The presentation was easy to follow.	☐	☐	☐	☐
8. Overall the presentation was effective.	☐	☐	☐	☐

Please turn to page 2.

Please answer the following questions.

1. **Please list 2 things you can do starting today to make the ABCDE'S of preconception health part of your lifestyle.**

   a.

   b.

2. **Please list 2 benefits of making the ABCDE'S of preconception health part of your lifestyle.**

   a.

   b.

3. **Please list 2 things that would make it hard for you to make the ABCDE'S of preconception health part of your lifestyle.**

   a.

   b.

Additional Comments:

Thank you!

How Can I Access Speakers' Bureau Forms and Materials?

Email Health Education Administration: hea@ph.lacounty.gov

Visit the following sites:

1. **Health Education Administration's Website**

    www.lapublichealth.org/hea/speakers.htm

2. **Organizational Development and Training's Intranet Site**

    http://go.phd.ladhs.org/ph/PHDirector/MedicalDirectorQualityAssurance/OrgDevTrain/OrgDevTraining.htm

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