

## Top tips for STEM Ambassadors on delivering activities: a how-to guide

There are a number of key things to do before, during and after any STEM Ambassador activity to ensure an effective and successful activity. These top tips are designed as a reminder checklist.

**P.S. You will need DBS/PVG clearance before undertaking any activity.**

### Before the activity:



Contact the organiser to discuss the activity. Establish the aims, an outline of the activity and the timing. This will help to measure the impact afterwards.	
Ask about size of group, age, ability level, any special needs of the young people etc.	
Discuss and contribute to the organiser's risk assessment.	
Find out about appropriate dress.	
Find out logistical details such as date and time, venue details, directions, parking, who is the contact on the day etc.	
Find out about AV, technical equipment and tools available.	
Develop presentation or other materials, organise equipment. Print written materials (organiser may be able to assist).	
Practise presentation (where relevant).	
Log the activity on the STEM Ambassador website <b>before</b> the event if you have arranged the activity yourself. If you have registered for an activity via the website, the activity will be automatically added on the website.	

### On the day:



Ensure any materials are packed and you have venue and name of contact etc. Take STEM Ambassador ID card. You will also be provided with a badge after your first activity.	
Dress appropriately.	
Plan to arrive early enough to park, find reception, set up equipment etc.	
First impressions count. Smile, it will help you relax and give a friendly impression	

to the young people and organiser.	
Think about the language you use. Try and use vocabulary that will be understood by the audience. They may not have your technical knowledge and experience. Try to use gender-neutral words and phrases – “Morning all” rather than “Morning boys and girls”.	
Consider your body language and eye contact and the potential impact on the audience. Don't just make eye contact with a few people, vary it across the group. Smile as much as possible.  Try and keep gestures natural and relaxed. Avoid nervous gestures like tapping of feet, playing with pen top, fiddling with clothing/hair, pacing about a room etc.	
No physical contact with young people except where there is danger of harm.	
You should <u>never be left unattended</u> with young people or asked to act in the role of a teacher; the responsibility for discipline remains with the external provider at all times.	
Don't exchange emails/social media contacts with young people. Any unanswered questions should go via the organiser.	
Don't take photographs without prior permission. Ask the organiser if s/he can send you photographs for employer magazine etc.	
Ask the organiser and young people if they have feedback on their experience so that you might improve the activity in the future.	
Remind organiser to complete the feedback form to help with determining impact.	

## After the activity:



Return any tools and equipment you have borrowed.	
Reflect on the activity – what were the positive aspects and what could be improved.	
Contact the organiser for an informal feedback about the positive aspects and what could be improved. Think about and make any necessary changes to future activities.	