

Using Resource Persons IN EDUCATIONAL PROGRAMS



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USING RESOURCE PERSONS IN EDUCATIONAL PROGRAMS

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A resource person is an expert or authority who contributes information and opinions to participants in a learning situation.

Resource persons frequently are used to conduct educational activities. They may be from within or outside the organization.

Base your selection of resource persons on knowledge of topic and ability to successfully cover and communicate information to the audience.

Proper preparation of the resource person can enhance the achievement of intended educational goals. Consider the following ideas in communicating with resource persons involved in educational activities, programs and events. Adjust each item to fit different situations.

PREPARATION BEFORE INVOLVEMENT

Communicate to the resource person the

- type of educational activity, such as meeting, workshop, farm or home visit.
- time, date and location of intended activity.
- sponsoring organization and its purposes.
- purposes of the activity or event. What is to be accomplished?
- expected or intended audience or clientele, including
 - number
 - age group
 - occupations or professions
 - educational level
 - income characteristics
 - level of proficiency or prior knowledge
 - sex.

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- role and responsibility requested of the resource person.
- specific teaching points to be covered.
- title of presentation, if appropriate.
- time allocation for presentation.
- suggested methods and techniques to be used.
- involvement of the audience, such as questions and group discussion.
- tentative agenda for the activity.
- other resource persons and their participation responsibilities.
- availability of audio and visual aid equipment.
- address and telephone number where you can be reached.

Request from resource persons their

- availability for participation.
- expected fee or honorarium.
- biographical information for publicity and introductions.
- needed equipment or special facilities.

Before the event supply the resource person with . . .

- ...confirmation of arrangements in writing. Make late changes by telephone.
- ...exact time, date, and location of the activity and instructions on how to locate, if appropriate.
- ...information on lodging, meals and travel arrangements, if appropriate.
- ...telephone number where the person could be contacted in case of emergency.

AT THE TIME OF INVOLVEMENT

- ✓ Give a pleasant welcome, be friendly, put the person at ease.
- ✓ Review the details of the event.
- ✓ Check on needed equipment or arrangements. Never assume that someone has taken care of the things for which you are not directly responsible.

- √ Offer assistance in securing meal, lodging and travel accommodations.
- √ Introduce resource person to other principals involved prior to the activity if possible.
- √ Check on information for introduction of the resource person to the audience.
- √ Make suitable formal introduction. In most situations, limit the introduction to answering two questions: Who is the person? What special qualifications does he or she have to speak on the particular topic? Anything else is superfluous.
- √ Use good judgment in getting the person "away from" the activity on time, as well as getting him there on time.
- √ Give audience an opportunity to ask questions.
- √ Provide the audience an opportunity to express appreciation.
- √ Express your own appreciation privately and/or publicly.

Additional helpful suggestions on conducting good meetings can be found in the Texas Agricultural Extension Service publication, MP-799, *Make Your Meetings Worthwhile*.

AFTER THE EVENT

- * *Write* a letter of appreciation. *Solicit* evaluative comments and suggestions for improvement, follow-up procedures and other resources.
- * *Record* your evaluation of the situation, ability and contribution of the resource person.