

## ***How to Create and Execute a Great Program***

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To think of a great program is a step in itself. To execute that program is a whole other project. This guideline will help you too easily and effectively program.

1. Brainstorm. Think of things that you wish to see done on your campus in terms of programming. Do you want to see a program on alcohol awareness or an open microphone coffee night? Then do it. Make your thoughts a reality. Planning for a program that you are interested in doing makes it 10 times a much fun and benefits you, your organization, and those in attendance in a couple of ways. First off, you will feel more connected to the program. Secondly, because this is a program that you want to do, you will enjoy putting it together. Because of these reason you will be more willing to ensure the success of the program.
2. Leadership style. There are many ways to present a program. If you aren't fond of lectures, then have an interactive or group use group work to present your program. Remember, that engaging your participants guarantees that 98% of the time they won't be bored. Choose the method that is best for you. Sometimes combing methods works the best.
3. Gather opinions. Do this by asking committee members, residents, and other members of your organization about programs that they want to see done. Engage them by inviting them to help. You will make others feel important, and thus, you will have a better program because they WANT to help.
4. Set a date and choose a location. When and where do you want to do this program? Pick a place and a time. Start advertising. The sooner people know the who's, what's, where's and when's, the sooner they can plan to be in attendance.
5. Create an outline for the program. It can be as simple as the one below. This will help keep you organized in what needs to happen in your program. Want to know an added benefit of an outline? It increases your accountability and allows you, and others who come after you to see what you did. If it was successful, why not let it be repeated?

### Sample Programming Outline

- i. Title
- ii. Objectives/goals (you might only have one of these, but this is important because it keeps you in check with the general direction of your program and why you are doing this program)

- iii. Materials and Help needed (this will ensure that you get what you need to accomplish the program. Be as specific as possible. For example, you need red paint. How much do you need? Is there a specific brand? Do you need paint brushes? WRITE IT DOWN.)
  - iv. Procedure. This should be written with step by step instructions so that you don't get lost in your thoughts when it is time to present your program. Write this as if you will be absent and someone else will be presenting this program. I know that it seems like a silly idea, but it will benefit you in the end because programming can be overwhelming.
  - v. Wrap-up/follow up. Use this in your outline to allow for anytime after the initial program is completed to give participants a chance to ask questions or for you to do a follow up. Hand out program evaluations at this time also.
6. Present your program! You have done everything you can in the pre-planning stages to do your best, so go out there and do it. Have confidence. You have people supporting you, and people who are there to be participants.
  7. Relax! You did it! You completed the program! Whether this is the first program you have presented or your 20<sup>th</sup>, you've made an accomplishment.
  8. Recognize! Make sure that those people who have helped you along the way to make this program a success are recognized and appreciated. It makes them feel special and important. When you recognize someone, they are more likely to be willing to help you again.
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