#### 

June 2023

**Workshop Leader Preparation**

**Strategy:**

1. Log no more than 20 paid preparation hours.
2. Focus on managing kids.
3. To learn BIY content, watch experienced online instructors + build projects.
4. Do prep exercises to reinforce BIY’s vision.
5. Summarize Concord Academy’s guide for managing kids.
6. Fill out forms. (Job Offer, HR manual, Bio, W9, CORI, PayPal/timesheet)

**Preparation Exercises:**

1. Document personal goals. We want to sync assignments with your interests.
2. Draft an 'elevator pitch' to a parent on why you think BIY is valuable.

<https://build-it-yourself.com/p-parents/parents.html>

Your Elevator Pitch should drive our decisions and the way we teach.

1. Study and be prepared to present 3 BIY PPTs that are used in every camp.
   1. Intro to BIY

<https://build-it-yourself.com/s-lessons/biy-lesson-intro.ppt>

* 1. Problem Solving Tricks

<https://build-it-yourself.com/s-lessons/lesson-problem-solving-tricks.ppt>

* 1. Presenting Ideas

<https://build-it-yourself.com/s-lessons/lesson-present-ideas.ppt>

1. Make a PPT lab book.

<https://build-it-yourself.com/s-lessons/biy-lab-book-example.ppt>

Be in a position to show kids how to create a lab book that will impress parents.

1. Use PPT to make an animated gif cartoon emoji. A symbol in many BIY projects.

<https://build-it-yourself.com/s-lessons/lesson-cartooning.ppt>

1. Summarize important points from Concord Academy’s guide for managing kids.

**Agenda for three 40-minute prep meetings:**

1. Review BIY and personal goals and bonus plan.
2. Review preparation exercises.
3. Review Concord Academy’s guide for managing kids.
4. Admin
   1. BIY culture
   2. Expected working hours
   3. Know where to find info on BIY site (Zoom, projects, products, admin)
   4. Fill out forms.

**Notes;**

Our business goal:

Convert 10% campers to $400/year members

Our teaching mission:

Think like an artist and build like an engineer in a unique global laboratory.

BIY Culture goal:

Learn and have fun!!! Exercise useful skills.

Teach to BIY goals and mission. No cookbooks

* BIB enables kids to build unique, complex solutions quickly.
* IU is like LinkedIn for kids. Build a portfolio that could be useful in a college application.

Territory Manager will manage your schedule.

An online instructor will present a series of lessons. Your challenge will be to guide the kids to follow the online instructor’s assignments until you are ready to deliver lessons.

Concord Academy Super Staff Attributes:

1. Learns the member’s names and interests as quickly as possible and uses their names often.
2. Smiles; Is energetic, Communicates a positive, 'can-do' attitude.
3. Is prepared (knows BIY content) and suggests alternative ideas. Provides personal commentary with instructional content.
4. Listens and responds to new information. 'Tell me more about that' Praises good work and suggests how everyone's work could be even better. Cites examples relevant to individual member's interests.

BIY is often asked to make recommendations. BIY recommendations are based on an evaluation form posted at:

<https://build-it-yourself.com/s-projectware/biy-projectware-materials/biy-recommendation-questions.txt>

**Preparation Exercise Examples:**

**Personal summer goals:**

I’m eager to delve into how the business operates and the vital aspects of business development at BIY. Also, I’m interested in exploring how marketing strategies translate into real-world business success, going beyond textbook theories. I believe this experience will broaden my perspective and offer hands-on business experience. More than that, I'm thrilled at the prospect of interacting with our young inventors and team members. I see this as a fantastic opportunity to hone my communication and interpersonal skills.

I hope to improve my communication skills, both by working with campers and by developing working relationships with parents, as well as with my fellow colleagues, with whom I hope to foster friendship and develop lasting relationships. I love to write and tell stories, and I feel this is a fantastic opportunity to help kids to tell their own stories and ideas through the machines they create, to engage and challenge them to develop their skills and trust their instincts when it comes to sharing their ideas. I also love puzzles, and hope to develop projects for campers that will help them acquire and grow their problem-solving skills while having fun.

**Elevator pitch:**

Imagine a learning playground where textbooks and tests are swapped for invention blocks and hands-on creations. BIY invites kids, aged 8-13, to team up with top university students for a deep dive into a universe of invention and build wacky and wonderful projects. Plus, they'll even have their own digital corner to showcase their masterpieces. We're not just an alternative to school - we're a universe of fun and innovation where creativity soars!

Build It Yourself is a STEAM program for kids 8-13 on track to college. What makes it different from all the other STEM camps out there is that it also incorporates art into its programs. Art leads technology, and Build It Yourself’s programs work to inspire kids to think like an artist and build like an engineer. Furthermore, the programs are designed to be fun and game-like, not boring and droll like schoolwork, so as to really get the kids inspired to design and build, and foster an excitement and enjoyment for the engineering and problem-solving processes they’ll encounter as they grow and advance in their engineering careers.

**Important takeaways from the CA orientation:**

It is important to work effectively to create positive experiences for the campers and persuade the parents that their kids are safe and having fun at the camp. And the staff need to be enthusiastic and passionate to motivate the campers. They also need to understand that every child is unique and may have different needs or abilities. Be sensitive to those differences and adjust the approach accordingly.