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# PRESENTATION OF PARTICIPANTS

## General information

- Objective:** Participants get to know each other's names as well as professional and personal backgrounds.  
A positive group atmosphere has been established.
- Duration:** 50-60 minutes (depending on number of participants)
- Type of Technique:** Communication exercise
- Difficulty level:** Easy
- Requirements:** 1 digital camera,  
1 PC with colour printer  
Printed nametags  
For the variation: one box of matches
- Preparation of room:** Chairs arranged in a U-shape form
- Do not use in:** Countries where taking pictures of people might be a problem

## Introduction

At the beginning of a session many trainers do not consider the presentation of participants as being very relevant for the dynamics of a group. Often the sentence is heard: "Let us have a quick round, where everyone says a few things about oneself." The approach of C<sup>3</sup> is different. Their developers think that the participants need to feel comfortable during the training session, in order to support the participants' attention and competitiveness. Therefore, a successful lead-in is necessary to "break the ice" between the participants. In a first step the participants need to be introduced. The introduction should take place as follows:

- Each participant receives a card with a complement attached to it. Pairs of two participants use the complement to find each other.
- The pair introduces one another respectively. The partners respectively take notes of each other in a seminar passport, in which the relevant information on the other person is written down.



- Meanwhile, the facilitator takes pictures of each participant using a digital camera, prints out the picture and hands them out to the participants in order to complete the seminar passport.
- The seminar passport is used to introduce the participants in the plenum (I introduce my partner, my partner introduces me).
- At the end each seminar passport is placed onto a large sized piece of paper. This is then hung onto one of the training room walls.

## Procedure

Step	Time	Most important content	Required material	Hints
Introduction	5' 2'	<p>The facilitator welcomes the participants.</p> <p>The participants are informed that they have to introduce themselves. The introduction might be different to that used in the past. The introduction is done by using the following steps:</p> <ul style="list-style-type: none"> <li>– Building of pairs</li> <li>– Introduction in pairs</li> <li>– Filling out the seminar passports</li> <li>– Introduction in the plenum</li> <li>– Stick the seminar passports onto a large sized piece of paper</li> </ul>		<p>The facilitator introduces the seminar passport's format and informs the participants that pictures will be taken of each person, needed for the seminar passports.</p>
Building of pairs	5'	These guide the participants to building pairs	Prepared cards	<p>For the choice of the partners, different methods possible:</p> <ul style="list-style-type: none"> <li>– On one part of the cards, names of cinemas or TV movies are noted. On the other part names</li> </ul>



Step	Time	Most important content	Required material	Hints
				<p>of actors are noted. Respective movies and actors make up one pair.</p> <ul style="list-style-type: none"> <li>– Cut out simple shapes. The positive and the negative parts of the cards make up one pair.</li> </ul> <p>There are no limits to the number of variations. The only important thing is that each pair must be clearly classified.</p>
Introduction in pairs	20'	The participants introduce themselves in pairs. The respective partners fill the seminar passports. Meanwhile, the facilitator takes pictures.	Copies of seminar passport formula Digital camera, colour printer	The introductions are not meant to be serious. They are primarily implemented to get to know each other better (e.g. leisure activities, one's motto of life etc.).
Introduction in the plenum	20'	The participants introduce their partners, using the seminar passports.	Printed pictures	Should be relaxed and cheerful without exaggeration.
Stick the seminar passports to the paper	10'	After finishing the introduction, the participants are asked to stick their seminar passports onto the large sized piece of paper. The paper is then hung up onto one of the room walls.	Large sized piece of paper	
Processing		Not necessary, just a lead-over to the next activity is necessary.		



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## Hints for preparation, typical situations and dangers

Some groups need more time to "break the ice". The facilitator should not lose his/her patience, if the Introduction is less cheerful and relaxed than expected. The following exercise contributes to a good working atmosphere.

In addition to the seminar passports the nametags are a very important aid for getting to know the names of each other during the first days. Prepared nametags for participants and trainers, on which the names are printed in bigger letters as usual, can be distributed when the participants arrive and get register themselves in the participant list. Or they are distributed after this presentation session.

### Variation

In the case of a shorter seminar, serious time constraints or in cases where most of the participants know each other, a less time consuming method can be used. Following the topics of the seminar passport the participants are asked to light a match and to introduce themselves to the plenary. Speaking time is as long as the match burns.

Independent to the presentation method, the seminar passports are prepared and pictures are taken of everybody. Depending on the timeframe this can also be done during the breaks to be finished at the end of the lunch break on the first seminar day.

Another opportunity for introducing participants and trainers is the name game, pls. Refer to the energiser in the folder "accessories".

### Background material

See following page

# **SEMINAR PASSPORT**

**NAME:**

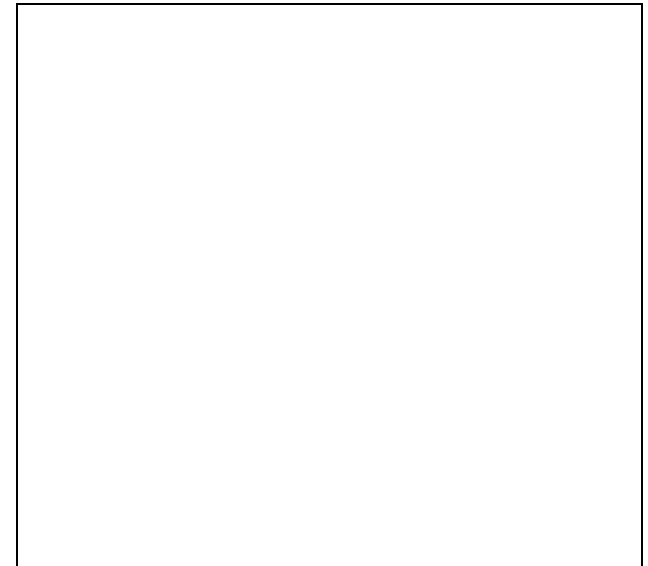
**ORGANISATION / INSTITUTION**

**RISK COMMUNICATION IS FOR ME:**

**MY EXPERIENCE AS TRAINER:**

**LIKES & DISLIKES:**

**PERSONAL MOTTO:**



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Signature