Peer Review Presentation

What is a peer review presentation?

The student consultant presents and leads a discussion of the consulting situation of OTHER consultant's work.

What are the goals of a peer presentation?

To identify and present information about the consulting situation in a way that invites listeners to identify strengths and weaknesses in the consultant's approach to the consulting problem or opportunity as it accomplishes the consulting goals of the class (i.e. increase capacity, sustain the increase, expand vision for using technology).

What are the benefits of this exercise…

to the PRESENTER?

ANALYSIS PRACTICE: In the process of preparing the presentation, you will identify the relevant information needed for listeners to understand the consulting situation, e.g., what the partnership is trying to accomplish and how the approach is expected to lead to expanded capacity. This gives you practice that will help you improve your own consulting analysis.

COMMUNICATION PRACTICE: This gives you practice in determining what information to communicate and how to communicate it succinctly in a short amount of time. This practice will help you in preparing for the Final Presentation as well as preparing the Final Report.

to the CONSULTANT whose situation is being presented?

IDENTIFY STRENGTHS & WEAKNESSES: *When you are knee deep in alligators, it is hard to remember that your goal was to drain the swamp.* While you are in the midst of a consulting assignment, it is difficult to get the distance needed to see the strengths and weaknesses of your own consulting situation. As your colleague presents the information from your consulting work and as your peers discuss it, you have the opportunity to note where information is missing, misunderstood or not clear and where your approach, and expected outcomes may need improvement. Likewise, you'll hear where the information is clear and right on task. Take note of what others say. Use that information to improve your own analysis.

What to Prepare and Bring

- ☐ Prepare 1 page for presentation based on criteria on the next page
- ☐ Bring a copy for each peers and mentor
- ☐ Prepare to lead the discussion
- ☐ Submit your 1 page document via Blackboard before class

How to Present the Consulting Situation:

The presenter will begin by giving an overview of the consultant's Context Analysis. This is followed by a much longer discussion of the consulting assignment.

PRESENTING THE CASE – 5 minutes

Peer presenters must present the consulting situation QUICKLY, in 5 minutes. This means you need to be PREPARED and PRACTICE your presentation of the case **before** presenting. Listeners who have not read the consultant's report should be prepared to listen and then actively participate in the discussion. Taking over 5 minutes to present the consulting situation will be considered a failure in doing the assignment.

Outline in broad strokes:

Here's the important aspects of the consulting organization, CP, staff, etc.
Here's the focus of the problems/opportunities that are being selected.
Here's why they selected this work to focus on.
Here's the approach used to address the problems/opportunities.
Here's what they expect to accomplish.
Here is the benefit of what they will do.

This is basically the outline of the Context Analysis report, but in brief, succinct, oral form. Do no rehash the complete report, rather take out the most important points and **don't go over 5 minutes!**

DISCUSSING THE CASE – 15-20 minutes (depending on number of students)

The peer presenter will then lead a discussion of the Context Analysis, around a series of questions. You must come to class with answers to these questions prepared, and you must present the questions and your answers to start the discussion in each set of questions.

The focus of this discussion is to find ways to improve the description, the analysis, and the planning. Consequently, the discussion focuses on weakness and how they can be improved. It does not focus on everything that is already going right (and hopefully most of the document is already going right). It is important, therefore, that the presenter, the consultant, and the other discussion participants speak supportively and respectively of each other, even while discussing weakness and problems with the consultant's work. It is a good strategy to always speak of the report, the document, or the Context Analysis, and not of the consultant him or herself. It is better to say "the argument that the new information system will save time is not convincing" as opposed to "you are not convincing in your argument that the information system will save time."

Here are the questions that you must answer:

- What works well: (about 2 minutes)
  - What are the 2 biggest strengths of the Context Analysis? (Always start with a nod to that which is already working well in the document.)
- Clarity of the situation description: (about 4 minutes)
  - In the description of the consulting organization, what information is missing?
  - What additional information should be provided?
- Robustness of the case: (about 5-8 minutes)
  - What are the weakest 2 argument points supporting each major tasks.
  - What would you need to see added in order to believe the argument?
- Risks in the approach: (about 5-8 minutes)
  - Why are you glad that this is not your project?
  - What 2 things are most likely to go wrong with each chosen approach?
  - What alternative approach would you use, or how would you alter the chosen approach?