

Effective Training Presentations

THE BASICS

NAPTA ISC 2018

Today's Presentation

Hi, my name is Troy Waters. I've been in the training business in various roles for over 20 years. Today, I'm going to present to you how to give good presentations. This presentation will teach you how to be a great presenter. It will cover the do's and don'ts of effective presentations. It will start with what you should do to plan and prepare for your presentation before you present. We will then cover tips for how to deliver the presentation itself, and then what we should do after each presentation to continuously improve our presentation. Any questions?

Problems with the Demo?

- Faced the screen with back to audience
- Read the slides
- Had too many words on the slide
- Spoke with a monotone
- Used too many uhms, you knows, or likes
- Didn't make eye contact

For Real Now...

Effective Training Presentations

Purpose

- Provide, at a basic level, tips and tricks to improve your presentation skills
- Improve the learning of your trainees/students

Objectives

After this presentation, you will be able to:

- Describe how to plan a presentation
- Explain how to prepare for a presentation
- List the do's and don'ts of delivering effective presentations
- Explain how to evaluate the presentation

Agenda

- Introductions
- Planning to Present
- Preparing to Present
- Presenting
- Evaluating/Improving
- Q & A

Introductions

- Name
- Company or College
- Years of experience presenting

Planning to Present

- Create Design Document - Lesson Plan, Plan of Instruction (POI)
 - Topic
 - Objectives
 - Audience
 - Location
 - Constraints – time, environment, room size, etc.
 - Activities - to engage and reinforce, create interactivity
 - Equipment/Supplies – audio/visual needs, flip charts, pens, etc.
 - Agenda

Preparing to Present

- Prior to presentation day
 - Develop content – cover the objectives
 - Ensure relevance
 - Visuals - slide colors, font, amount of text per slide
 - Include graphics IF they add value
 - Handouts – develop, proof, make copies
 - Practice/Pilot
 - Reserve facilities and equipment
 - Become familiar with venue if possible

Preparing to Present - Continued

- Day of presentation
 - Pack all equipment/supplies needed
 - Arrive early
 - Set up room
 - Ensure a/v equipment works
 - Have a printed version of presentation as a backup
 - Organize handouts
 - Keep water nearby – preferably room temperature
 - Greet attendees prior to presentation

Presenting

- Presentation Title and Description
- Benefits to participants (WIIFM) – WHY should they care?
- Clear Objectives – what will they be able to do after the presentation
- Introductions – yourself and participants
- Parking Lot – capture out of scope or unknown questions
- Ground Rules – if applicable - helps manage the class..

Presenting - Continued

- Body Language..
- Nerves – controlling..
- Use appropriate humor (BE CAREFUL)
- Interaction – activities, questioning
- Use models/props when appropriate
- Handouts – encouraged and have organized

Ground Rules

- Not necessary for short presentations or all settings
- Help manage the classroom
- Ask participants for suggested ground rules
- Get consensus
- Post them where they can be seen
- Examples –
 - start on time
 - phones off or on silent...

Body Language

- Start in a neutral position – hands by side
- Use appropriate (concept related) gestures
- Use the space you have to move around
- Facial expressions – smile or match the content
- Maintain good posture – stand up straight
- Keep calm

Reducing Nervousness

- Be organized
- Be prepared
- Know your topic
- Don't expect perfection
- Don't try to memorize everything
- Imagine talking to one person
- Don't overthink audience reactions

DO's for Presenting

- | | |
|---|--|
| <ul style="list-style-type: none">• Arrive early to set up• Ensure everything works before presentation• Greet attendees before the presentation• Communicate the objectives clearly• Communicate what's in it for them• Make eye contact• Look at entire audience• Use concept related gestures | <ul style="list-style-type: none">• Smile• Ask questions• Actively listen• Use models, props, other visual aids when relevant• Speak loudly enough for all to hear• Vary the rate of delivery• Vary pitch of voice• Incorporate activities for improved retention and interactivity |
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DON'Ts for Presenting

- Put too much text on one slide
- Read directly from the slides
- Read directly from a book
- Speak in a monotone voice
- Use too many fillers – uhm, like, you know
- Maintain eye contact with anyone too long
- Make nervous hand or body movements
- Use hard to read colors for text or background

Evaluating and Improving

- Level 1 – Reaction
 - Level 2 – Learning
 - Level 3 – Behavior
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- Use Feedback/Continuous Improvement
 - Keep practicing

Review

Objectives

After this presentation, you will be able to:

- Describe the steps to plan a presentation
- Explain how to prepare for a presentation
- List the do's and don'ts of delivering effective presentations
- Explain how to evaluate the presentation

Q & A

Any Questions?