

Preparing a Presentation

By:

Learning Objectives

- ❖ **Fill out and effectively use a presentation plan**
- ❖ **Know that a presentation plan is essential to a presentation**

Planning Information

- ❖ **Presenter: Who is the presenter?**
- ❖ **Subject: What is being presented?**
- ❖ **Objectives: What you want the group to understand? This can also be used as a personal goal setting section for you.**

- ❖ **Materials:** What do you need/ how are you going to get it?
- ❖ **Preparation:** What you must do beforehand to prepare yourself for an effective lesson?

Presentation/Content

- ❖ **Learning objectives:** Goals the group needs to learn or achieve
- ❖ **Discovery:** Find out the level of knowledge of the group you're dealing with
- ❖ **Teaching-learning:** The section where you outline what you are teaching the group; don't have too much or too little information
- ❖ **Application:** Describe how the participants can apply the skill

- ❖ **Evaluation:** Check to see how much of your learning actually “sank in”
- ❖ **Summary:** Briefly review the information you have just presented

Presenting the Subject

- a. PREPARE**
 - i. Size up the audience
 - ii. Write down the purpose
 - iii. Talk with others
 - iv. Outline
- b. PRACTICE**
 - i. Rehearse
 - ii. Know major points
 - iii. Keep it clutter free

iv. Use public speaking skills

v. Be prepared

c. PERSONALIZE

i. Let him know you're talking to him, not just to the group

ii. Watch the groups reaction

iii. Use thought provoking questions

d. PACE

i. Keep a steady pace within the time limit

ii. Stay on track

e. CLINCH

i. Summarize by restating the main idea

ii. Let them ask questions

