

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

