

# General Presentation Tips

**The intent of this guide is to help you take your presentation from GOOD to GREAT!**

It is our goal that this guide will help you to:

- ❑ Examine and build on your existing presentation skills
- ❑ Describe how learning principles guide presentations
- ❑ Use various forms of media more effectively
- ❑ Apply additional suggestions and gain personal insight into your own presentation style

## **General Presentation Guidelines**

- ❑ The first 3-4 minutes of your presentation should be valuable, but not “key.” This might be a short story that ends with a quote or a strong point. This strategy allows you to begin your presentation on time, but also assures that latecomers will not have missed any critical information.
- ❑ Consider a Power Point FREE presentation – would this be possible for you to deliver your message without a Power Point? Remember that your audience will have likely sat through several hours of Power Point presentations and will welcome the break. Consider other alternatives:
  1. Group discussion – large or small group
  2. Panel discussion
  3. Personal or patient stories or testimonials
  4. Guest presenters
  5. Alternative methods for making a point – Flip charts, short DVD's, role playing, Audience Response System

## **Incorporate the Principles of Adult Learning into Your Presentation**

Part of being an effective instructor involves understanding how adults learn best. Compared to children and teens, adults have special needs and requirements as learners.

- Adults are *autonomous* and *self-directed*. They need to be free to direct themselves. Their teachers must actively involve adult participants in the learning process and serve as facilitators for them.
- Adults have accumulated a foundation of *life experiences* and *knowledge* that may include work-related activities, family responsibilities, and previous education. They need to connect learning to this knowledge/experience base.
- Adults are *goal-oriented*. Upon enrolling in a course, they usually know what goal they want to attain. They, therefore, appreciate an educational program that is organized and has clearly defined elements.

- Adults are *relevancy-oriented*. They must see a reason for learning something.
- Adults are *practical*, focusing on the aspects of a lesson most useful to them in their work.
- Learning results from stimulation of the senses. In some people, one sense is used more than others to learn or recall information. Instructors should present material that stimulates as many senses as possible in order to increase their chances of teaching success.

### **The Power of Storytelling**

The power of STORYTELLING cannot be underestimated. Remember - at the end of a day of presentations, people will not remember most of the facts presented. Participants will remember the stories, and the point behind each story.

### **Additional Presentation Tips**

- Set the stage – consider the use of MUSIC as participants enter the room. Music helps the mind change gears in preparation for new learning.
- End with sharing the talking points for your session with each participant. When talking to another group, what 2-3 points would you like them to share from your presentation? These talking points should be prepared ahead of time and handed out as participants leave the session.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_