

Presentation/Teaching Tips

What does your audience need to know and want to know?

Have clear objectives and let those guide the direction of the presentation. People want to know why this information is important and what they will be learning.

Be conversational in your approach

Think of your presentation as a discussion with your coworkers. Make eye contact with people as you make your points throughout your talk. You will feel less like you are on stage and it will help you to be conversational in your approach.

Passion for the subject draws the listeners in

You are the champion of the ideas you are presenting. Your enthusiasm for the topic and your energy around the event may be contagious in the best way.

Tell Stories

If you have stories to highlight some of the information you are giving, a story associates that information to the story which raises its importance and makes it easier to remember. Overall, your presentation should be one big story on the topic you are presenting.

Ask Questions

Get the audience involved by asking open-ended questions. Ask what they may already know about a topic you are about to talk about. Ask how this could apply in their specific work setting.

Use Experiential Learning

Small group discussion or role-playing a new skill is a great way to get people involved. Breakouts for experiential learning are a great way to keep learners engaged throughout a presentation.

Use Visual Aids

Visual aids help people retain information and can anchor a point you want to make. Be selective and make sure it is relevant

Stop for Q & A

Make sure that you take time throughout any training or presentation to stop periodically to check for understanding and discussion of concepts. Some may not feel comfortable asking questions in an interactive way, so it is good to stop and check for comprehension and engagement.

Avoid too much text if using slides

I know, we have so much to say and they have so much to learn! Keep it simple. Slides that are jammed with too many words are less likely to be read. Likewise, if we use font that is too small, we are likely to put too many words on the slide. A picture every now and then breaks up too many words. Remember, you are the expert. Everything you know doesn't have to be on the slide.

Relax and don't forget to smile!

You would be surprised how many people forget to look happy to be presenting. Of course, presenting or teaching can induce nerves. Don't forget that you know more about your presentation than they do.

For more information, see:

<https://www.skillsyouneed.com/present/presentation-tips.html>

<https://www.participoll.com/powerpoint-presentation-tips/>