

Presentation Skills

Compliments of CORE Faculty Development

I. Presentation Skills: 5 Phases (Preparation, Planning, Practice, Delivery, Reflection)

Preparation: Phase 1

- Keep learning principles in mind.
- Learners build on their existing knowledge.
- People learn best when they see the need.
- Physical state affects mental state.
- Repetition enhances retention.
- People have different learning styles.

Preparation - ASSURE Model: Phase 1

- Analyze audience.
- Specify and write goals and objectives.
- Select your materials and media.
- Utilize your materials and media.
- Require audience participation.
- Evaluate your presentation.

Planning: Phase 2

- Plan the organization of your presentation.
- Incorporate enhancements (use visuals, include quotes, jokes, stories, analogies, references and statistics, and examples).
- Plan handouts.
- Plan for interaction.
- Analyze support, logistics (determine what support is available and have a backup).
- Know the foreign territory (arrive early, test equipment, and go through visuals).

Practice, Practice, Practice: Phase 3

Delivery - Verbal Techniques: Phase 4

- Adequate volume
- Vary pace
- Involve the audience
- Use silence
- Eliminate verbalized pauses

Delivery – Non Verbal Techniques: Phase 4

- Smile
- Show enthusiasm
- Make eye contact
- Gesture naturally
- Move but don't pace
- Avoid distracting actions and mannerisms

Reflection: Phase 5

- Reflect on how you did, ask feedback, and make changes for improvement.

II. What Makes a Visual Effective?

- Large font size
- Appropriate font type – Arial, Helvetica
- Contrasting colors
- Simple and clear

III. A PowerPoint Tip

- Avoid PowerPoint “karaoke” – presenters do not have to read every word from the slides.
- Bottom line: engage the audience!