

Facilitation & Presentation skills

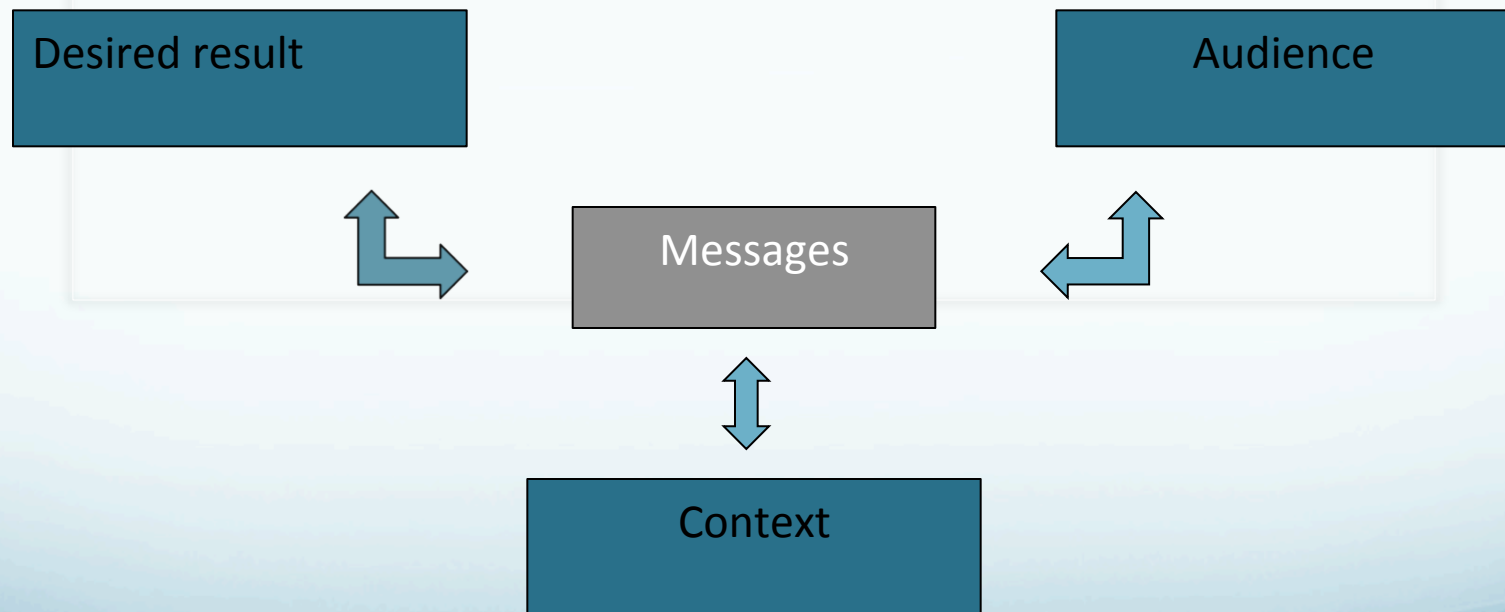
What are the different elements to have a successful presentation?

The steps to:



A Strategic Approach

Make choices when: Planning, expressing & sharing



Define your goal?

- In one concise statement?
- YES: Your goal is precise!
- NO: Your goal is too vague!

Structuring the Message

- Preparation – The Key steps
- Gathering information and ideas
- Structure the message –The Frame
- Signpost and link

Opening A B C D

- Get **A**ttention
- **B**enefits of listening
- Tell them your **C**redentials
- Give them **D**irections

Middle

- Link the different points of your structure:
 - Moving on to the next question...
 - Which brings me to the next point...
 - This completes the first part of my presentation
 - To recap...

Managing the audience:

- Build rapport with the audience
- Control questions & answers
- Disruptions & interruptions

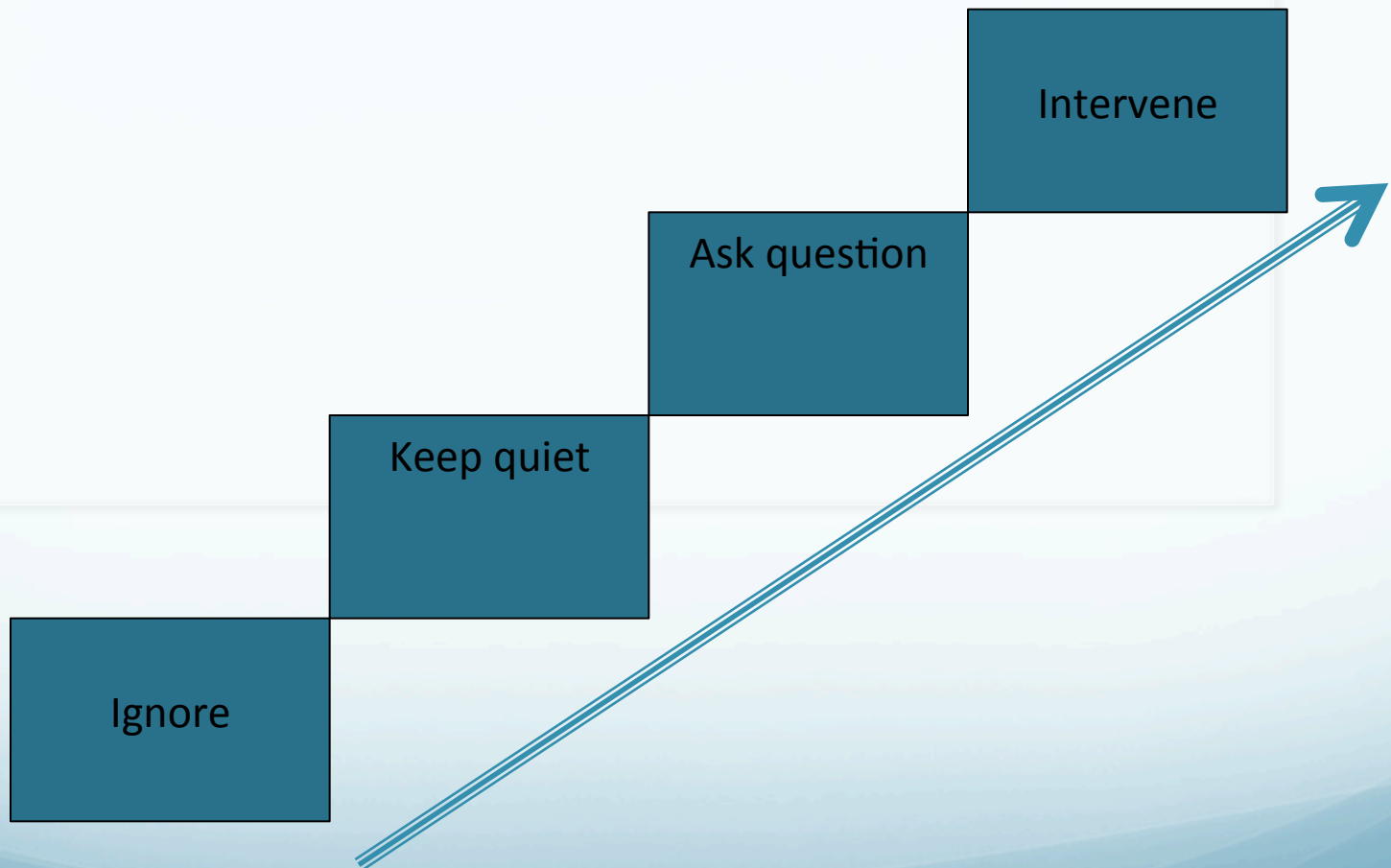
Rapport

- If I were to ask you...
- I can see that most of you know what I'm talking about...
- I'm sure everyone in the room...

Handling Difficult Questions

- Understood?
- Probing
- Help! Do not know...
- Long-winded... not a question
- Hidden agenda

Interruptions



Finish on a High Note

- Signpost the conclusion
- Use an anecdote
- Avoid “that’s it!”
- Summarise
- Leave the audience with a “take home message”

Overcoming Nerves

3 Areas of Focus:

- Practical
- Physical
- Mental

Body Language & voice

- Non-verbal behaviour has an impact on the audience
- Impact of the voice

Aspects of Body language

- Eye Contact
- Face
- Posture
- Gesture
- Appearance

The elements of the voice

- Articulation
- Pitch (tone)
- Pace (tempo)
- Pause
- Variety
- Intonation
- Congruence (harmony)
- Volume

Visual Aids & Presentation Techniques

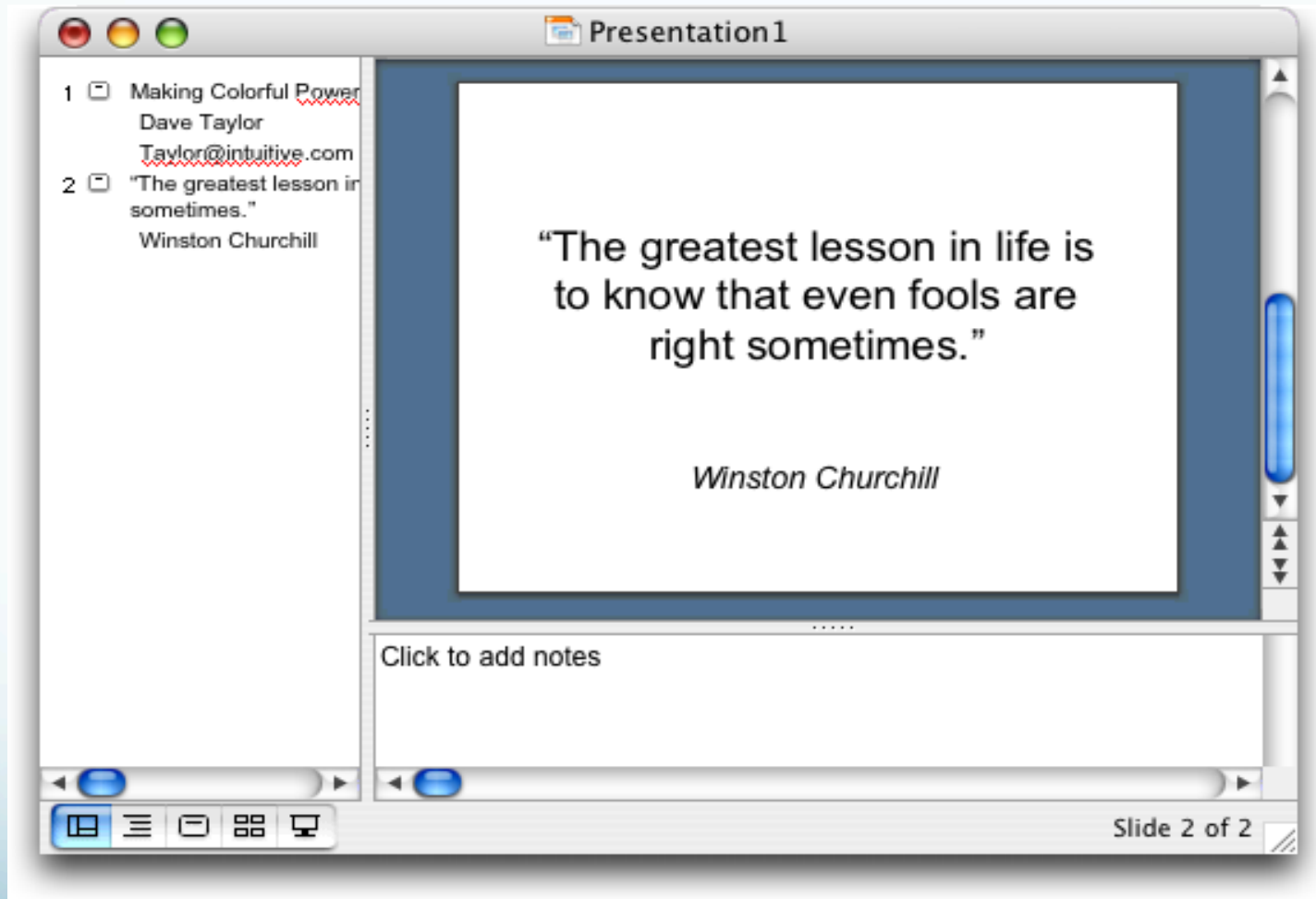
What kind of visual aids do you know?

Are used in your context?

Most used visual aids:

	Purpose	Benefit	Drawbacks
Flipchart or white board	Summarising	Doesn't break down	Limited Visual Range
Video	Realistic imagery	Large data & Visually	- Technical - Can break dawn
Power Point or Prezi	Pictures & Words	Visual & Adaptable animation	- Technical - Overuse of words - Can break dawn
You	Coordinating & energetic	Flexible & Real	- Forgetful - Emotional - Fearful

Designing Visual Aids – PowerPoint®



Using text on a slide - 1

Instructional Technology:

A complex integrated process involving people, procedures, ideas, devices, and organization, for analyzing problems and devising, implementing, evaluating, and managing solutions to those problems in situations in which learning is purposive and controlled (HMRS 5th ed.)

Too detailed!

Using text on a slide - 2

Instructional Technology:

A process

involving people, procedures & tools

for solutions

to problems in learning

(HMRS 5th ed.)

Much Simpler

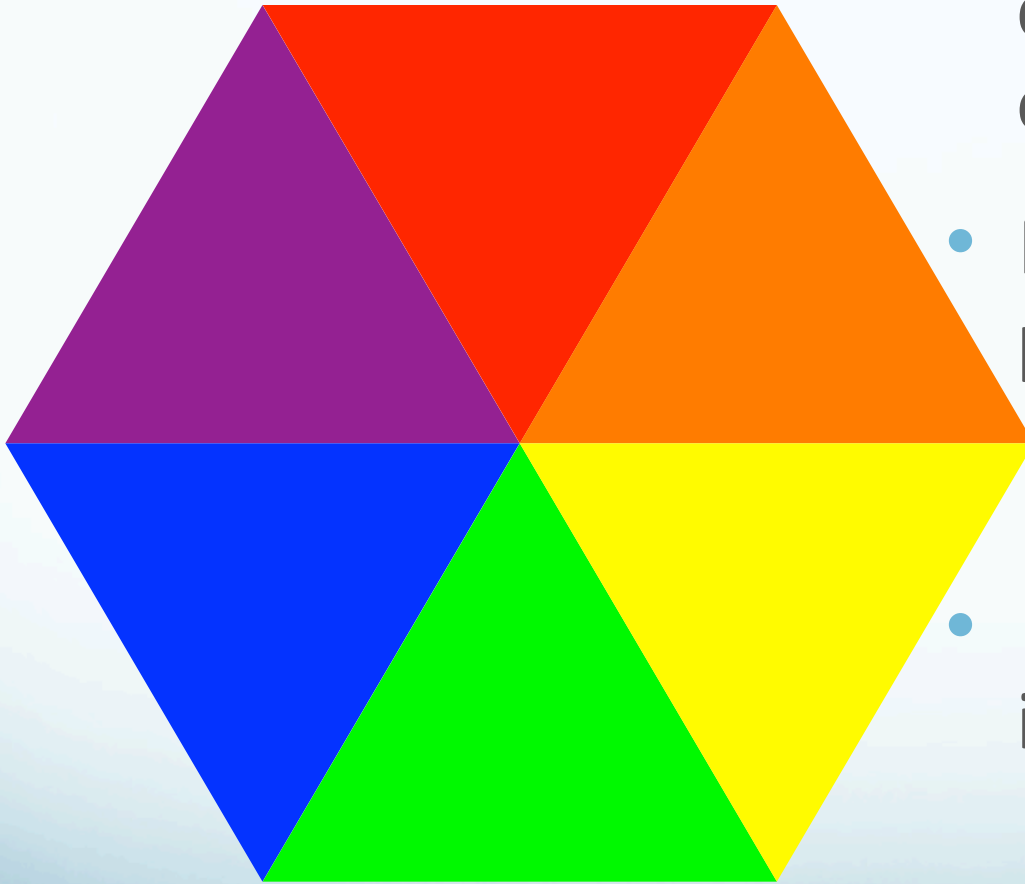
Using text on a slide - 3

- ALL CAPITAL LETTERS ARE DIFFICULT TO READ
- Upper and lower case letters are easier

Choosing fonts

- *Special fonts are difficult to read on screen*
- Use more simple fonts they are clearer
- *Italics are difficult to read on screen*
- Normal or **bold** fonts are clearer
- Underlines may signify hyperlinks
- Instead, emphasise with **bold** & **colours**

Choosing colours – 1



- Complementary colours appear opposite each other,
- Placed together they provide contrast
- Give energy and impact to a visual aid.

Choosing colours – 2

- Use contrasting colours
- Light on dark vs dark on light
- Use complementary colours

These colours do not complement

Choosing colours – 3

- Use contrasting colours
- Light on dark vs dark on light
- Use complementary colours

These colours complement

Use animation to support logical flow – 1

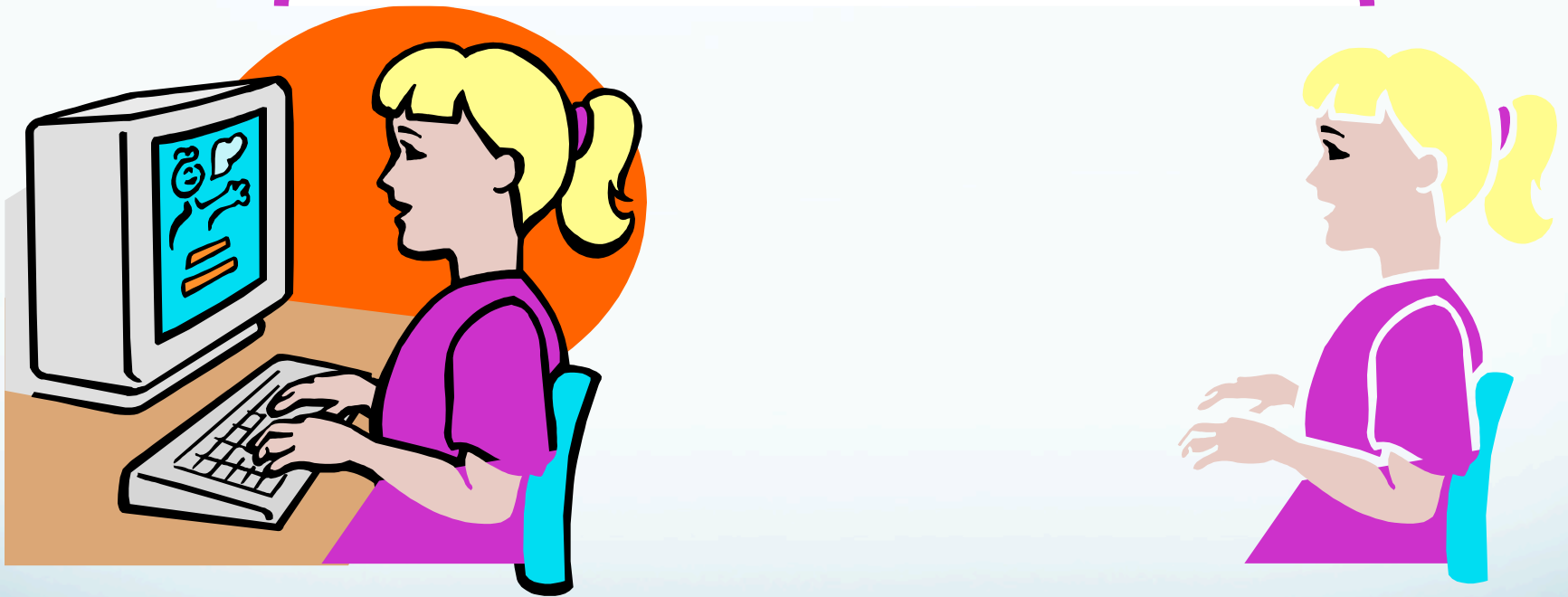
2 m



Too distracting!

Use animation to support logical flow – 2

2 m



Simple & to the point

Make important items *look* important – 1

- Size implies importance



Make important items *look* important – 2

- Size implies importance



Graphs - Good

Items Sold in First Quarter of 2002

