Effective Presentation Skills for Better Training Retention

From Development to Implementation

Objectives

1. Explain how to plan for an effective course
2. Describe effective use of text on a slide
3. Identify effective methods of learner engagement
4. Describe methods of effective follow up
5. Explain the importance inclusivity
6. Define A/V
7. Identify various types of A/V connections
8. Explain the difference between web and video conferences
9. Explain steps for a successful online presentation

WIIFM

Improving your presentation skills will:
- Increase the effectiveness of training
- Increase learner retention of material
- Increase morale
- Create more relevant material
- Encourages improvement in the organization

Housekeeping

- Be respectful of all participants and the process
- Stay present
- Ask appropriate questions
- Stay solution focused
- Remember we are a team
- If we don't get to your question, please get with us after the class or slip us a note

Gotta Have a Plan

- What
- Why
- Who
- How
- Where
- When

idea   planning   strategy   success

Is This Your Typical Slide?

- Presenters put whole paragraphs or entire slides of text on the screen (like this slide)
- Presenter uses slides as notes
- Presenter becomes a drone and then reads the slide to an audience capable of reading the slides themselves.
- If you are just reading slides to your audience, save yourself and the audience some time and just send them the slide deck and let them read it to themselves.
- What do you want your audience to do?
  - Should they read?
  - Should they write?
  - Should they listen?
- Graphics anyone?

Or Is This Your Typical Slide

Remember you are the presenter not the slides

1
3 words
5 bullets
Use grouping

2
Have faith
Use bullets as notes
Audience focuses on you

3
Background graphics
1 graphic
Topic related

Bust a Move

- Raise your hand (virtually or in person)
- Stand up
- Think-pair-share
- This or That
- Breakout rooms for small group discussion
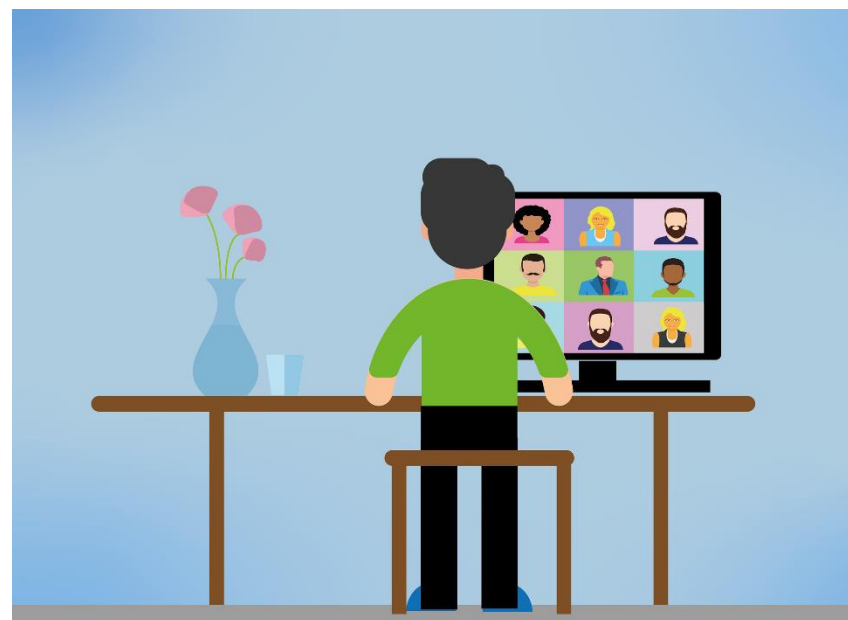- Real-life scenarios

Stop the Insanity

- No follow up

- Refresher courses periodically

- Job Aid

- Action Plan

- Post Assessment quiz several weeks later

- Keep on Doing Session

- Discussion board courses

Address ALL Learning Needs

- Visual/audio/kinesthetic
- Wait time
- Repeat questions
- 508 compliance
- Color contrast
- Directional words
- Hyperlink appropriately
- Physical space

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A little A/V 101 first…..

Audio/Visual (A/V) Means…..

- Audio stands for anything you can hear.
- Visual stands for anything you can see
- This applies to equipment used in meetings and video conferences.

Audio Connections

- 3.5mm – computers, headphones, microphones, etc.

- RCA – DVD players, certain personal stereo systems, etc.

- HDMI (included with video) – DVD players, video conference systems, etc.

Video Input/Output Types....

HDMI

RCA

VGA/RGB

Web vs Video Conferencing

- Video conferencing is defined by VDH as video telecommunication using video conference cameras and central management hardware.

- Web conferencing is defined by VDH as video telecommunication using individual computers and a cloud based management application.

- Video conferencing is best for meetings between conference rooms and two way participation.

- Web conferencing is best for peer to peer or smaller meetings or for larger meetings where participation is more one way.

- They can be used together for an integral experience!

- Bandwidth and network failure issues will occur!

Best laid plans…..

Imagine making a business presentation where your audience is standing behind a wall….

It is frustrating on both sides!

This is exactly what happens when we communicate over video or phone or web conference
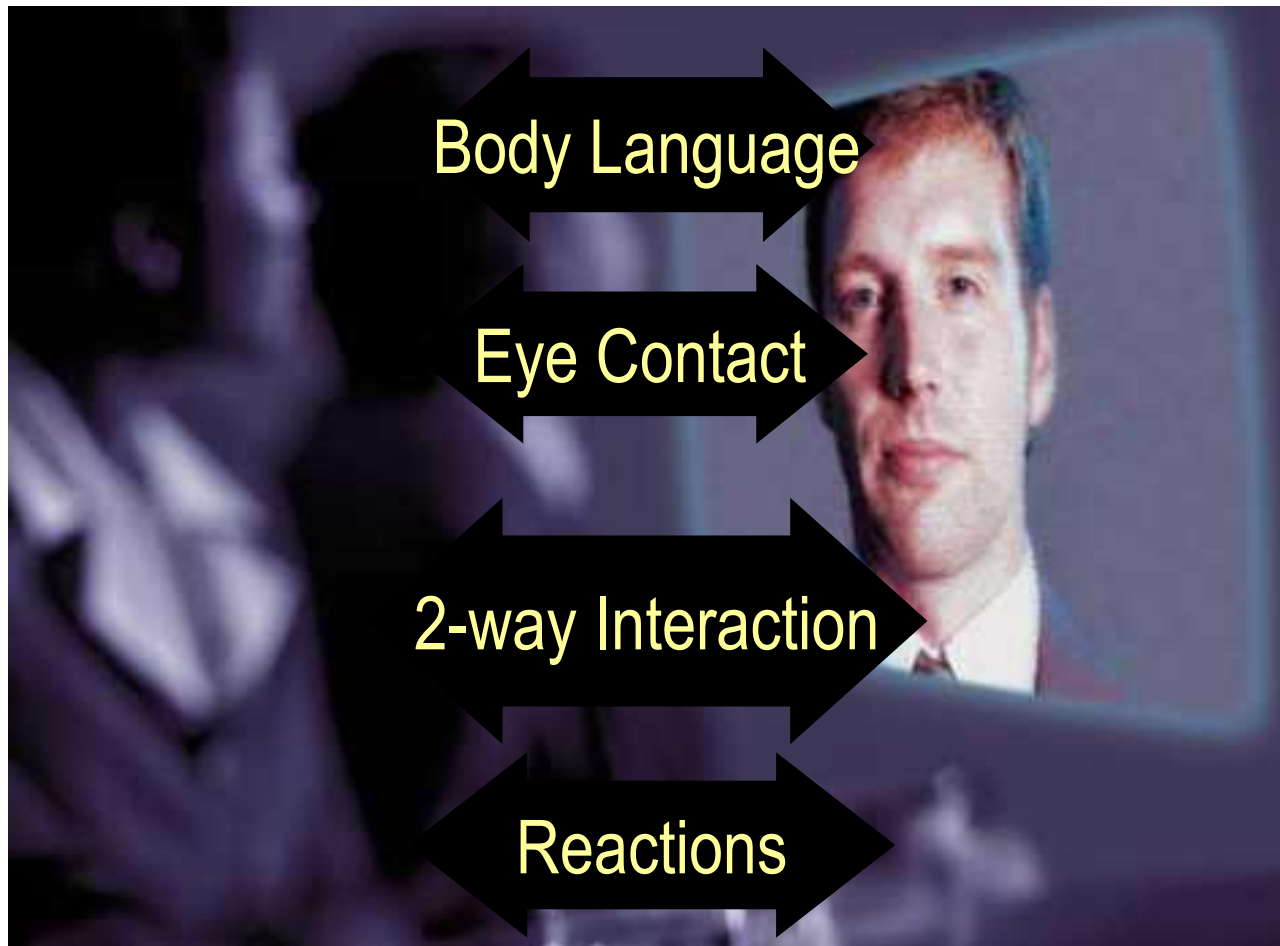
The presenter: Cannot see audience reaction

For the audience:
it is just a boring
voice or video

This happens as parts of our usual communication are missing...

Body Language

Eye Contact

2-way Interaction

Reactions

The only way to make a successful virtual presentation is to ENGAGE audiences continuously

Engaging audiences includes...

1. Setting up offline

2. Using multiple modes of communication

3. Allocating time for interaction

4. Using voice effectively

5. Sticking to schedule

Use More Visuals

Highlight Important Items

Protecting your health
- Smoking
- Obesity

Take care of yourself!!!!!!!!!

This might be me……

Did you see that slide?

Don't forget you are on camera!!!!

• Don't do anything you wouldn't want the public to see.
• Make sure the camera is aimed properly.

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Treat the video conference as if it were a TV show.

• If there is an audience in the room make sure you address the camera periodically as if it were a member of the onsite audience.
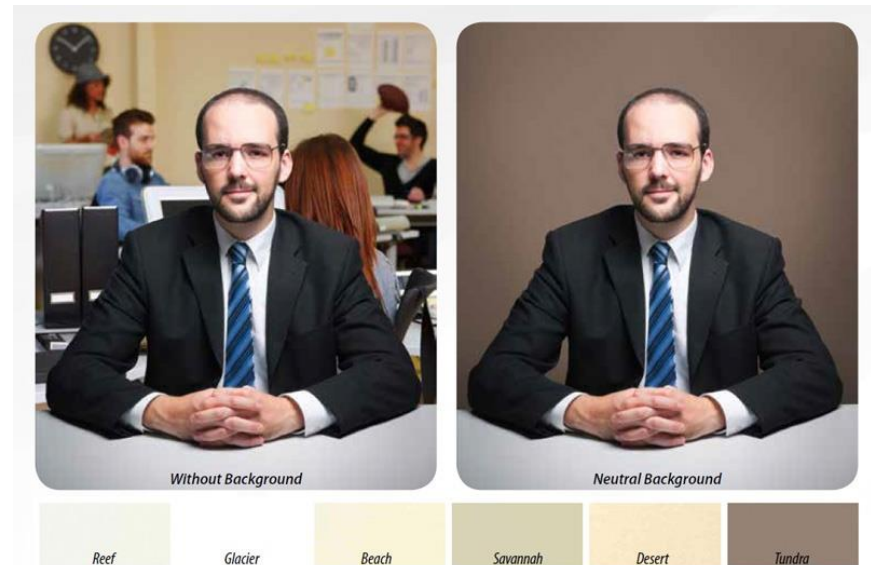
Dress for success!!!

•Try to wear subdued clothing. Pastel colors work nicely.

Location, location, location!!!

- Try not to place yourself between a bright light and the camera.
- Neutral backgrounds are nice.
- Try not to have too many extraneous items in the background.

Without Background

Neutral Background

Reef   Glacier   Beach   Savannah   Desert   Tundra

Can you hear me now????

•Don't shout into the microphone.
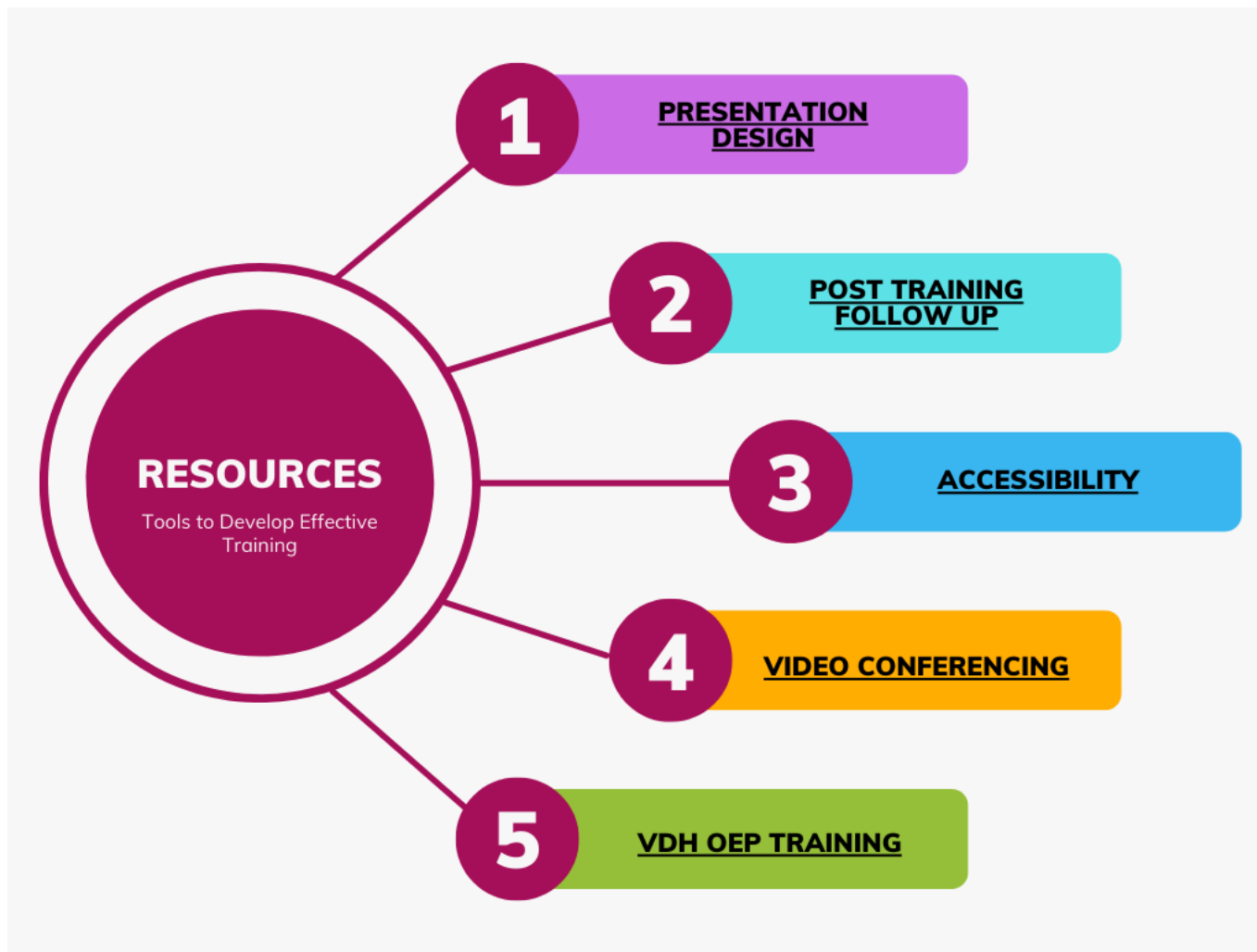•Make sure you know your "mute" button.
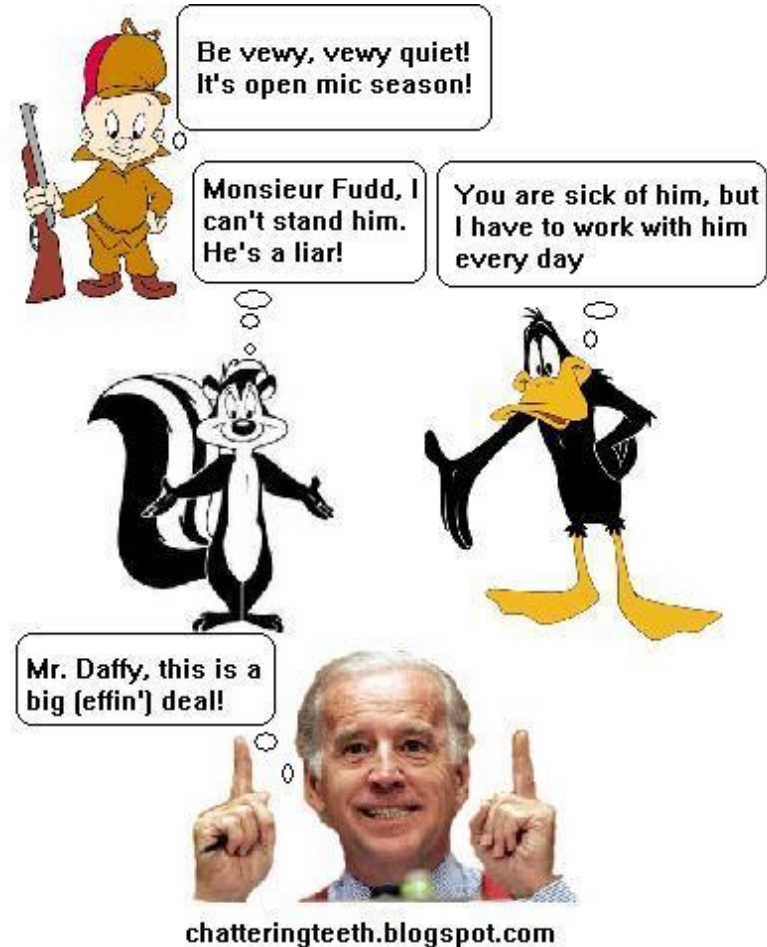
Some More Best Practices

- Slide printout for yourself
- Use headphones when facilitating via web conference
- Turn off phones and dogs
- Have a clock
- Rehearse, rehearse, rehearse
- Let people know when you will be silent
- Know what you will need well in advance.
- Test all equipment/connections before event.
- Have someone in the room that knows the equipment/connections during the event.

Best Practices Continued…

- Have a break for questions.
- Try to use conference rooms in lieu of individual computers for conferences.
- Have someone else host the web conference for tech support if you are presenting.
- Have someone else run technology in the room if you are presenting.
- Have a spotter to monitor and respond to chat.
- Have a plan "B"!!!!

Resources

Questions????????