



Effective Presentation Techniques Course Agenda Professional Development Associates

Day One Sessions

- 8:30 – 9:45 *Overview/Participant Introductions*
A comprehensive overview of the course is presented to establish the content and direction of the two days of sessions. All sessions are required for course completion. Participants are asked to give a brief introduction of themselves including their specific knowledge and application objectives.
- 9:45 – 10:15 *Glossary of Concepts and Definitions*
Crucial concepts, terms and definitions are covered to ensure consistent application for the course. To clarify common misuse of concepts, the covered key definitions to be used consistently during the course include: teaching a class of students using a syllabus; instructing a course of attendees using a course outline; leading a seminar of participants using a course agenda; facilitating a group discussion using time parameters; making large group or conference presentations.
- 10:15 – 10:30 *Morning Break*
- 10:30 – 12:00 *First Taped Presentation*
To establish a benchmark for each participant's entering presentation skills, a short presentation is videotaped. The final course session of the course is a second videotaped presentation by each participant for progress measurement. PDA will convert both presentations into an MPEG format for distribution to the participants.
- 12:00 – 1:00 *Lunch*
- 1:00 – 1:45 *Management of the Presentation Physical Environment*
The table and chairs setup, placing of flipcharts and screens and related arrangements are covered in detail along with additional physical environment techniques not generally known to most presenters. Specific room layout and arrangement for different types of presentations are explored in depth.
- 1:45 – 2:30 *Physical Environment Case*
Participants are divided into teams and are given a set of facts concerning different presentations. Each team will determine their design for the room setup and arrangement with specific details of table, chair, audio/video equipment placement.
- 2:30 – 2:45 *Afternoon Break*
- 2:45 – 3:15 *Physical Environment Case Presentations*
- 3:15 – 4:30 *Effective Use of Audio/Visual Tools and Equipment*
Proper use of audio/visual tools and equipment can add a great deal to the effectiveness of any presentation. As well, improper use of or failure to properly control those same tools and equipment can virtually diminish a presentation to zero effectiveness. An in depth session is presented covering the following: effective use of projection equipment; types, use and purposes of sound equipment and mics; mixers, amps and other sound reinforcement tools; CD, DVD and other aids.

Day Two Sessions

- 8:30 – 9:45 *Behavioral and Motivation Factors – Needs Management*
The basic motivation of all humans can be traced to needs. A refresher of the hierarchy of needs is presented and related to participant and attendee behavior. Techniques for participant needs management is presented and discussed in detail. Short exercises are given to explore needs applications.
- 9:45 – 10:15 *Behavioral and Motivation Factors – Dynamics Management*
As the old saying goes, “No one is perfect.” This holds true in an almost exponential relationship as people gather together in groups and manifest a myriad of dynamics and imperfections. Any change in number or other variable in a settled group immediately alters the dynamics, and the group behaviors may change erratically and instantly. Group dynamics techniques are a loose science at best, more of an art, which is explored in this session in case examples and exercise applications.
- 10:15 – 10:30 *Morning Break*
- 10:30 – 11:15 *Behavioral and Motivation Factors – Dynamics Management (Continued)*
- 11:15 – 12:00 *Perceptual Factors*
Perception is reality. As those in law enforcement or other professions that deal with witness accounts understand that four different persons viewing the same event may give four totally different recounts of that event. Presenters are confused to read contrasting reviews of their presentations by different attendees. A slang word or explicative can gain a laugh and support from many in attendance, but may ‘turn off’ others. Humor, attitudes, beliefs, stories and other attributes of a good presentation are reviewed in light of varied perceptions by attendees.
- 12:00 – 1:00 *Lunch*
- 1:00 – 2:30 *Behavioral and Perceptual Case and Case Presentations*
Participants are divided into teams and given a set of facts concerning a seminar and the challenging dynamics of several of the participants. Each team will be asked to present approaches and solutions to solve the motivation and perceptual issues of the participants and present their plan to facilitate an effective session.
- 2:30 – 2:45 *Afternoon Break*
- 2:45 – 5:00 *Second Taped Presentation and Analysis*
A second presentation by each participant is accomplished to allow for applications of the techniques in a controlled environment. The instructor and other participants relate comments and suggestions to each presenter.
- 5:15 – 7:00 *One to One Review Time with the Instructor*
An optional appointment with the instructor after the session adjournment for a one to one review of the participant taped presentations. Specific advice and comments are related to the participant by the instructor in a confidential session. Any and all participant questions are welcomed by the instructor.