Preparing & Delivering Top Notch Presentations

TRAINING OF TRAINERS WORKSHOP
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Uphold public interest

Agenda

1. **Achieving Learning Outcomes for Professional Audiences**

2. **Delivering your technical presentation (the dos and don'ts)**

3. **Experience from resource persons**

Introduction

Objective of this session is to learn how to deliver technical trainings effectively and in an efficient manner.

Successful training requires proper preparation, design, development, and delivery. You don't want to be the instructor that the participants dismiss from the onset.

I can not get there very quickly if the people I am listening to are boring

Introduction-cont'd

A good deliverable clearly communicates its purpose and what it's trying to achieve. It anticipates any questions and scenarios which may be posed.

- ❑ If participants don't understand your solution, you have a problem.
- ❑ If they understand, but don't agree with it, you still have a problem.
- ❑ If they agree with the solution, but are not excited about it, you can still have a problem later on.
- ❑ If they agree with it and are excited about it....☺

Achieving Learning Outcomes for Professional Audiences

What makes a good training?

- Knowing & understanding the audience
- Having clear objectives – plan
- Refocus participants to the objectives
- Listening to participants needs
- Interactive sessions
- Facilitation rather than "lecture"
- Use of examples and case studies
- Reflection, Feedback and Evaluation

Expected Outcomes for professional trainings

- Behavioural change
  a) Efficiency at work
  b) Increased level of compliance
- Passing relevant exams/reviews:
  a) Quality reviews
  b) Peer reviews
  c) Reviews by other regulators
- Growth of the profession

Achieving Learning Outcomes for Professional Audiences

CONTENT

- *Describes important ideas*
- *Conveys new information*
- *Brings out the global perspective*
- *Conveys how people in other fields think*

CLARITY AND ORGANISATION

- *Understandable*
- *Avoids jargon*
- *Use of clear simple visual aids*
- *Well organised*
- *Does not run over time*

STYLE AND DELIVERY

- *Keeps audience awake*
- *Conveys enthusiasm*
- *Friendly and approachable*
- *Varies voice*

EXPERTISE

- *Credible*
- *Inspires trust and confidence*
- *Answers questions clearly*
- *Shares own experience*

Achieving Learning Outcomes for Professional Audiences

Knowledge check

- Questions

- Discussions

- Case studies

- Give an exam with a reasonable pass mark

Assessing if Learning has occurred

I'm Training, But Are They Learning?

Training/Teaching without learning is just talking

As a trainer, I must reevaluate my purpose for being at the front of that room

The objective has to be making sure participants understand the content right then and there, to make sure they actually learned.

You need to adjust your paradigm from that acquired in lectures.

Instead of thinking "I need to cover X," the focus needs to adjust to "What do I need to do to ensure they learn X?"

Delivering your technical presentation

1) **The dos and don'ts**

2) **Content**

3) **Delivery**

The dos and don'ts

I am a very good trainer, but I don't like explaining thins more than once.
How does reading this feel like?

The dos and don'ts

An effective trainer is one who creates, seeks, and finds opportunities for learning. However, not all trainers and not even all *effective* trainers, use the same training methods to create learning opportunities. Each of us is particularly adept at one or two training styles/methods. We base the methods we use on our own learning styles and the environment in which we were educated. Information can (and should) be presented in any number of ways. The best way for one group of learners may not be the best for another. Additionally, what is best for one learner in a group may not be the best for another learner in the same group. Thus, to be an effective trainer, you need to know what will best reach the learners in the present group. You also need to be familiar with a variety of training methods and how to use each effectively. Finally, an effective trainer uses a variety of methods within a single training session because that helps everyone learn better.

What's your view of this slide? Font? Crowded?

The dos and don'ts

❖ Don't read your slides – its PowerPoint

❖ Unless sufficiently prepared, do not present

❖ Must be tailored to audience

❖ Do some research

❖ Do not omit key areas simply because you cannot explain them

❖ Font- use ICPAK guidelines

❖ Colour - Dark letters against a light background work.

❖ Layout and style matters (if you're not explaining it, get rid of it).

❖ If you don't know, don't answer the question

Qualities and qualifications of a trainer

Knowledge of the subject - both from a practical and theoretical point of view.

Teaching ability - It is possible to know a subject thoroughly and yet be unable to explain it to others.

Patience – participants may not grasp the point, or worse, may forget just in few hours time, be ready to explain again and again where necessary.

Subject interest - One of the most desirable attributes in a trainer is enthusiasm, if he can evoke a comparable enthusiasm in the trainees, then his task of training is half done.

Content

1. "YOU are the content" not the slides
2. Subject matter expert including related topics
3. Must highlight key points
4. Build credibility, inspire trust and confidence
5. Contemplate possible questions and your response
6. Must be tailored to audience

Every move, phrase, mistake and slide should have content. It should be meaningful

Delivery

1. Don't read your slides – its PowerPoint
2. Select appropriate method and tools
3. Volume and diction- clarity & authoritatively
4. ALL eyes are on you- know where your files are.
5. Don't allow "dead air"
6. Care about your topic – it shows
7. Consider eventualities –no power, microphone, machine crash etc.

Delivery

Reliance on the screen is directly proportional to where a trainer sits in the introvert-extrovert spectrum.

The level of detail of a deliverable is inversely proportional to the presenter's storytelling skills.

Introverts try to compensate their discomfort with more detailed presentations

Trainers with stronger verbal communication skills are able to capture people's attention to the story. Slides tend to be sharper and more focused.

Experience & resource persons

Trainers must be subject matter experts in the selected fields

Share experiences without divulging privileged information

Involve resource persons/experts if planned well to avoid destructions.

Include expert views including divergent vies.

Distinguish your personal views from the rest when handling matters subject to professional judgement, but support your view.

It is difficult to learn without someone sharing what they have learned with you and others.

Conclusion

1. Be *Utterly* Prepared
2. You are the content
3. Know when to move and when not to
4. FONT SIZE –People see that
5. Know your audience
6. Care about the topic
7. You are an authority- until proven otherwise
8. Remember the objectives of the session

Interactive Session