

Delivering to Professional Audiences The Dos and Don'ts

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Objectives



By the end of the session:

- Analyze professional/mature learners
- Explore effective delivery of content
- Share Dos and Don'ts

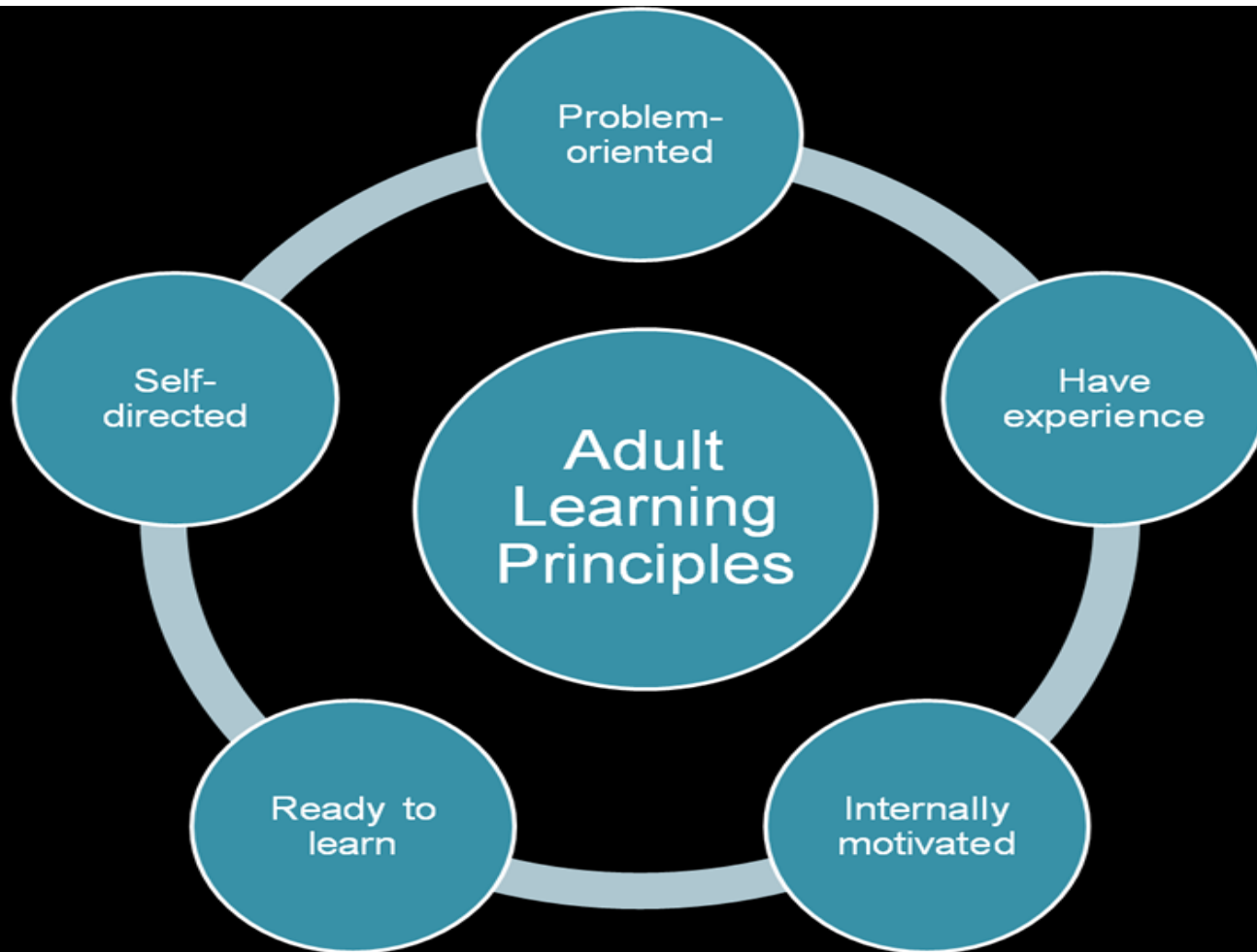
Professional learners



Professional learners



Professional learners



Adult learners



- Influenced by prejudice
- Cautious and conservative
- Fear change
- Experienced

Train effectively



Tips for Training Adults Effectively



Train effectively



1. Content must be relevant
2. Use easy-to-understand language
3. Use humour
4. Manage biases
5. Consider their knowledge & experience

Train effectively



6. Trainings must be active
7. Respect social roles
8. Respect their time
9. Throw down a challenge
10. Use appropriate ice breakers
11. Provide opportunities for reflection

Train adults effectively



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The Dos



- Maintain good eye contact
- Prepare well in advance
- Involve participants
- Use visual aids
- Speak clearly and loud enough
- Use different delivery methods

The Dos



- Encourage questions
- Recap at the end of each session
- Bridge one topic to the next
- Encourage participation
- Write clearly and boldly
- Summarize the session

The Dos



- Use logical sequencing of topics
- Use good time management
- Keep it simple
- Give feedback
- Avoid distractions in the room
- Be aware of participants' body language
- Provide clear instructions for tasks

Attentive?



Attentive?



The Don'ts



- Get side-tracked into tangents
- Go over time
- Schedule a long lecture after lunch
- Refer to your notes during the presentation
- Depend on PowerPoint

The Don'ts



- Lecture/chalk and talk
- Leave the room during an activity
- Refer to your notes during the presentation
- Bring too much reference material
- Force participants to answer questions

In summary



- ❖ Analysing adult learners
- ❖ Delivering effectively
- ❖ The Dos and Don'ts
- ❖ The focus is on you



Thoughts, questions & nuggets of wisdom.....

