# Presentation Tips for a Learning Session

Overview

- the session is about the participants learning
- the presenter is the main focus of teaching
- participation between participants and presenter promotes learning
- PowerPoint may be helpful to support learning, but is not the main focus
- other resources may be helpful

Overview – Content

- firstly decide what the learners will be learning
- then consider what methods best support this learning
- only then start to design PowerPoint or other resources

Overview – Style

- make the presentation a story with a beginning, middle and end
- engage the audience at the beginning with something interesting, strange, unsettling, etc
- ensure the end is well-planned, and done in a timely manner
- if necessary (if running out of time), cut some of the central content
- look at the audience, do not turn around and read the slide
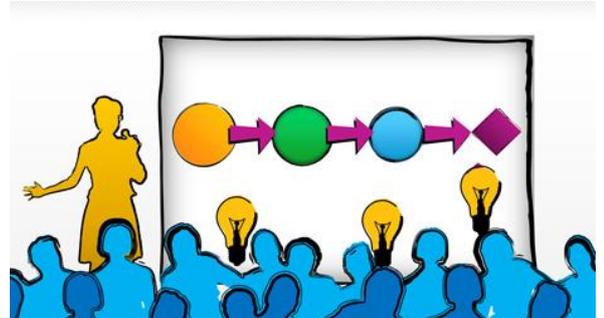
Preparing the session

- rehearse the session on your own, checking the sequence and overall time
- practise the art of public speaking, engaging the audience directly; do not rely on PowerPoint
- back up your files in several places, e.g. data stick, email, cloud
- prepare for technology failure, be able to do the presentation without technology

Balance your presentation

- Design – not only function
- Story – not only argument
- Symphony – not only focus
- Play – not only seriousness

Create your presentation in three parts

- Slides the audience will see
- Notes that only you will see
- Handout to be taken away

Handouts and supporting resources

- a handout should be designed as a written document for later use (not just printing of slides)
- include key learning points, not additional supporting narrative
- use the Styles gallery of a Word document, to add emphasis and help communicate the ideas and message of the document

Introduction to NLP – Handout

NLP is the study of how people excel in their field

- **neuro:** the mind, and how we organise our mental life
- **linguistic:** language, how we use it, and how it affects us
- **programming:** our sequences of repetitive behaviour, and how we act with purpose

Main features

- **rapport:** be curious about how the other person views the world
- **goal:** know what you want, have a clear idea of your desired outcome
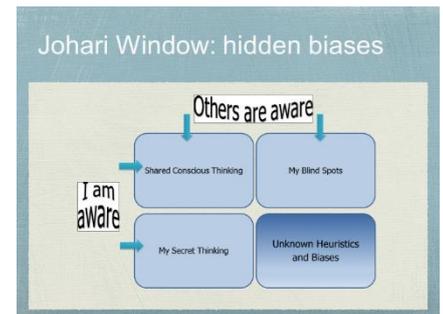- **sensory acuity:** be alert, keep your senses open so that

Tips for using PowerPoint well

- ensure the PowerPoint supports what you are saying, and does not just duplicate
- keep the slides brief with few words and only one point per line
- 7±2 words per line
- 4-8 lines per slide, fewer is usually better
- use diagrams, tables, pictures, video etc. to support the learning point
- use alternatives to simple bullet points, to add interest and variety
- avoid distracting animations, sounds, clip art, etc
- light background with dark text is suitable for normal rooms
- do not use the print function to generate a so-called handout; nobody reads these
- use **bold** for a clear and simple form of emphasis and headings
- ~~avoid UPPER CASE, *italics* or underlining~~
  - 18 point is minimum for slide font
  - 36 point is good for titles
- only use sans serif fonts, and be consistent
- align left or right rather than centre, as this is easier to read
- use black slide when wanting to ensure focus is on the presenter
- use black or white slide at the end to avoid closing the presentation

Principles of Good Feedback

- useful for the learner
- descriptive (rather than judgemental)
- gives suggestions/offers (rather than direct advice)

- "good" and "bad" are less helpful
- "effective" or "ineffective" are more useful

- verbs describe behaviours
- adjectives describe people

Johari Window: hidden biases

Others are aware

I am aware

| Shared Conscious Thinking | My Blind Spots |
| My Secret Thinking | Unknown Heuristics and Biases |

Useful keyboard shortcuts for PowerPoint

- Pressing B turns the screen black, and W turns the screen white. Use one of these at the end or while you take questions. Any key returns you to the show.
- F5 launches a slideshow from an open file. Shift-F5, launches a show at the current slide
- key in the number of the slide and press 'return' to jump to that slide

Additional Tips …