

# Presentation Tips for a Learning Session

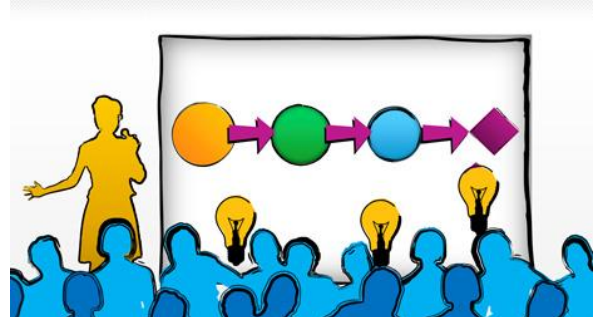
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## Overview

- the session is about the participants learning
- the presenter is the **facilitator of learning** (not just a teacher)
- participation between participants and presenter promotes learning
- PowerPoint may be helpful to support learning, but it 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 ending 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, eg 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

## Make the learners feel good about their learning

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When we use positive language, and reinforce the good things learners say and do, the learners feel empowered, which helps them to learn more effectively.

“... people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” *Maya Angelou*

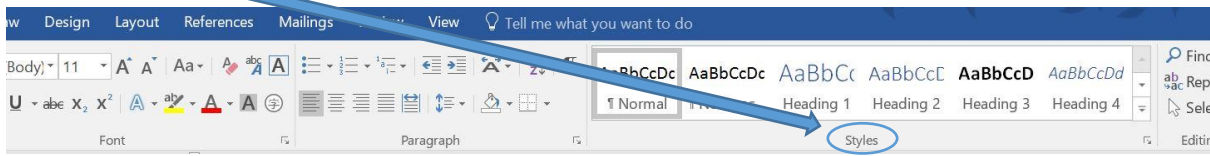
### Answering questions from participants

In groups, especially large groups, other participants frequently do not hear a contribution by a participant. If the speaker/facilitator just replies to the participant, then other participants who cannot hear start to lose interest and talk to their neighbours. It is useful for the facilitator/speaker to **always repeat** what the participant has said before answering. It is also useful if the facilitator slightly reframes the comment/question to make it clearer, and thanks and validates the participant whilst giving an answer/comment.

A useful aphorism is ‘**thank, repeat, validate**’.

# Handouts and supporting resources

Learn to use **Styles** in Microsoft Word, to add **emphasis** and help communicate your ideas and message.



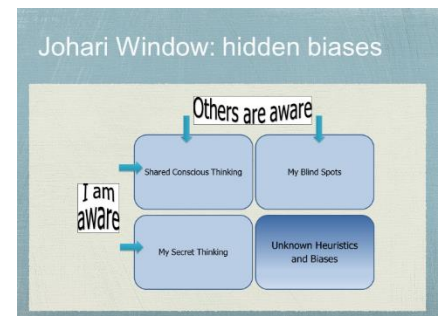
- Ensure handouts are clear, succinct and **designed as a written document** for later use.
- Do **not** use the PowerPoint printing of slides as PowerPoint is designed for presentation not paper.
- Include pictures and diagrams where these can be more informative than lots of words.
- Include **key learning points**, not additional supporting narrative.
- Use the design principles of
  - \* **Contrast** (heading v body)
  - \* **Alignment** (left or right)
  - \* **Repetition** (same font family)
  - \* **Proximity** (to related items)

## 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
- ensure font size is large enough to see easily
  - \* 18 point is minimum for slide font
  - \* 36 point is good for titles
- use alternatives to simple bullet points, to add interest and variety
- use **bold** for a clear and simple form of emphasis and headings
- only use sans serif fonts, and be consistent
- align left or right rather than centre, as this is easier to read
- light background with dark text is suitable for normal rooms
- use diagrams, tables, pictures, video etc, to support the learning point
- use a black slide when wanting to ensure focus is on the presenter
- use a 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



## Tips of things to Avoid

- \* ~~avoid distracting animations, sounds, clip art, etc~~
- \* ~~avoid UPPER CASE, italics or underlining~~

## 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; press any key to return 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

## My Additional Tips...