



Jazz up your presentation and e-training skills

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Why is this a good practice presentation?

Legendary ocean researcher

Sylvia Earle

- You will watch now two minutes of this presentation.
- Please use the sheet '***Exercise - presentation skills***' for your notes.
- After you are finished with your notes, discuss your points with your neighbor; you have eight minutes time.

Effective presentation

“No one ever complains about a speech being too short!”
– Ira Hayes

1. Understanding your **audience.**
2. Preparing your **content.**
3. Delivering **confidently.**
4. Controlling the **environment.**



Understanding Your Audience

“No one can remember more than three points.”

– Philip Crosby

- Determine who the members of the **audience** are.
- Find out what they **want** and **expect** from your presentation. What do they need to learn?
- Create an **outline** for your presentation, and ask for advance feedback on your proposed content.



Preparing Your Content

“It takes one hour of preparation for each minute of presentation time.”

Wayne Burgraff

- include various techniques to keep the audience engaged and interested.
- some principles to structure your content:
 1. Identify a few key points;
 2. Use an outline;
 3. Start and end strongly;
 4. Use examples.



Delivering Confidently

“The audience only pays attention as long as you know where you are going.”
Philip Crosby

- **Practice** to build confidence;
- Be **flexible**;
- Welcome statements from the audience;
- Use slides and other **visual aids**;
- Keep your visuals **simple** and **brief**;
- **Manage** your stress.



Controlling the Environment

“There are always three speeches, for every one you actually gave. The one you practiced, the one you gave, and the one you wish you gave.” Dale Carnegie

- **Practice** in the presentation room;
- Do your own **setup**;
- Test your **timing**.



Further Tips for Presentations

- ☑ Dress appropriately for your audience.
- ☑ Don't use inappropriate humour.
- ☑ Vary your speech tones.
- ☑ Eye contact: enable dialog with audience
- ☑ Keyword notes: hold them cantered, A6 format



Longum iter est
per praecepta,
breve et efficax
per exempla

The path is long by
teaching, but short and
effective by practice.

e-Learning

**Ensure Your teaching is useful
for your target group
.... How?**

There are many different forms of eLearning

Some keys to successful online learning

Evaluate and consider the e-Learners'

- Needs (Content, form of learning, preferences, ...)
- Abilities
- Technical requirements
- Resources available
- Motivation
- Attitude

Some keys to successful online learning

- Consider your own resources and develop strategy
 - How much time and efforts can I spend? E-Learning can be designed very costly.
- Design your e-Learning lively:
 - the attention span of the online learner is much less than a face2face teaching

- Spend much time in the Pedagogical design:
 - Include in your teaching different forms of learning/teaching methods (exercises, videos, demonstrations, graphs...)
- Indicate at the beginning the time needed to complete your e-Learning element for the user
- Use tools that are already known by the learners or at least very easy to grasp
- Define well the learning goal (remembering, understanding, applying, analysing, evaluating or creating)
- Provide some forms of (online) support and reply within 24 h
 - i.e. help desk, mail, phone, ...

- Test your online e-Learning element before you publish it
 - Free of bugs?
 - Understandable for others?
- Reflect on you as teacher as the tutor and trainer, not the teacher in the classical sense.
- Include an (self-) reflection and (self-) evaluation element for the user
- Evaluate and ask for users feedback for improvement (i.e. use logfiles to see the usage, feedback form, questionnaire, ...)

Tools supporting eLearning

- **Communication** tools for (in-) direct communication like Videoconferencing tools ie. Skype, Flashmeeting, ...
- **Content management** tools for hosting, downloading material (ie. Moodle, BSCW)
- Web2.0 tools for **collaboration**
- (ie. Dropbox, Blogs, Wikis, Slideshare, YouTube, ...)