



# 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, ...)