

## Advanced Presentations for Instructors Presentation Practice Recording

Length: 1 Day

### COURSE CONTENT

#### **Morning Session:**

##### **HOW TO GIVE A “KNOCKOUT” PRESENTATION**

- General Guidelines
- Delivery Skills
- Delivery Do’s and Don’ts
- Minimize Nervousness

##### **ENGAGE THE AUDIENCE**

- Preparation and Planning of Oral Presentations
- Visuals
- Creating Interest and Establishing a Relationship with the Audience
- Body Language
- Voice and Pronunciation

##### **PRESENTATION TIPS AND TECHNIQUES**

- Plan the structure of your presentation
- Notes
- Presenting

#### **Afternoon Session:**

**PRACTICE** giving 10 minute DRAFT Speaking Presentations, recording them, debriefing the recordings and getting peer feedback.

##### **OUR OUTCOME: FEEDBACK TO IMPROVE OUR PRESENTATIONS**

###### Roles:

1. Presenter
2. Video recorder
3. Time Keeper
4. Observer

##### Macro Agenda for Record and Debrief Sessions

1. Record Speech Presentation – (*Time Keeper and observer capture SBI’s*)
2. Watch complete Speech Presentation – (*All capture SBI’s*)
3. Debrief Presentation

##### **Roles will rotate for each of the 4, thirty-minute practice presentations.**

- Round 1 – 1:00 – 1:30 – (30 minutes)  
Round 2 – 1:30 – 2:00 p.m. – (30 minutes)  
Round 3 – 2:30 – 3:00 p.m. (30 minutes)  
Break – 3:00 – 3:15 p.m. (15 minutes)  
Round 4 – 3:15 – 3:45 p.m. (30 minutes)  
Round 5 – 3:45 – 4:12 p.m. (30 minutes)

##### **GROUND RULES for a Safe Learning Environment**

All Feedback will take the form of SBI:

- Situation = Presentation
- Behavior = What the Presenter Said or Did
- Impact = What Impact those Behaviors had on 1. YOU & 2. The Audience

##### **OUR DETAILED AGENDA:**

STEP 1 – ASSIGN ROLES & PRESENTER SHARE  
Top 4 Presentation Skills for Feedback

STEP 2 – PRESENTATIONS AND RECORDING –  
(10 – minutes):

- PRESENTER – delivers 10 minute speech presentation
- VIDEO RECORDER mans the iPad and records and plays back the speech presentation

- OBSERVER and TIMEKEEPER use “Evaluation Worksheets” to capture SBI written feedback

STEP 3 – DEBRIEF AND FEEDBACK – (20 minutes):

- Play back complete presentation for everyone to see – everyone capture SBI notes
- PRESENTER: shares what they did well (+’s), opportunities for improvement (i’ s) they saw
- OBSERVER and TIMEKEEPER share their SBIs & provide presenter their written feedback sheets

**NOTE:** IF you have extra time, the presenter can Practice giving Speech Presentation a second time.

STEP 4 – REPEAT STEPS 1 – 3 until everyone has completed and gotten feedback on their draft presentations