

Presentation Methods

Teaching/ presenting

- A useful way of delivering information but can be 'dry'.
- Try to be lively and interesting.
- Keep it short or in 'bite sized' chunks.
- Try to encourage audience participation.
- Clear, interesting visual aids help keep audience attention.
- Always clear up any questions. If you are unable to answer, take the person's details and follow up.

Flip Charts

- Particularly useful for brainstorming and recording participant's ideas.
- Can be kept for displaying during the presentation and referred to at a later stage.
- Kept as evidence for the evaluation.
- Can be prepared in advance (useful if handwriting or spelling is poor)
- DO NOT OVERUSE.

OHP

- Acetates should create impact – keep the number of words to a minimum.
- Pictures are better than words.
- Avoid always using text.
- DON'T USE TOO MANY ACETATES.

Whiteboard

- Handwriting and spelling are important.
- If you want to keep the information a flip chart would be better.
- Don't talk to the board – always turn to face the audience. This also applies to all forms of presentation methods.

- DON'T USE PERMANENT MARKERS.

Group Discussion

- Used with skill this is an excellent learning tool. You will need to control the pace and direction of the discussion.
- The discussion must be carefully managed. No one person must be allowed to dominate the discussion.
- Keep an eye on participant's energy levels (fidgeting, yawning etc.)
- A summary of what was discussed may help participants learning, and clarify points raised.
- DON'T LET IT BECOME A SHOUTING MATCH OR A GENERAL CHAT.

Brainstorms/ Board-blasts

- A creative way to gather information from the audience.
- Try to make it spontaneous and flowing – there should be a knock-on effect with ideas being generated from each other in the audience.
- Once all the ideas have been collected, then a discussion can take place – a brainstorm must be developed beyond a board filling exercise, it must serve a purpose.
- Make sure you record everyone's contribution.

PowerPoint

- Allow plenty of time to set up equipment.
- Make sure you know how to use the equipment.
- Keep the information simple.
- Use pictures to illustrate if possible.
- Don't use too many slides.

Quizzes

- A good way of discovering the knowledge of the group, both before and after the session.

GENERAL TIPS

- Think about the group – what works best with the size of the group, subject matter etc.
- Do you have the confidence to use the styles of delivery you have chosen?
- Can you incorporate more than one style?
- Even if you are familiar with giving presentations, don't get complacent! Always be prepared and make sure you know the subject matter.
- Do you have the necessary equipment?
- Have confidence!