

Presentations 101

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| Today's Focus

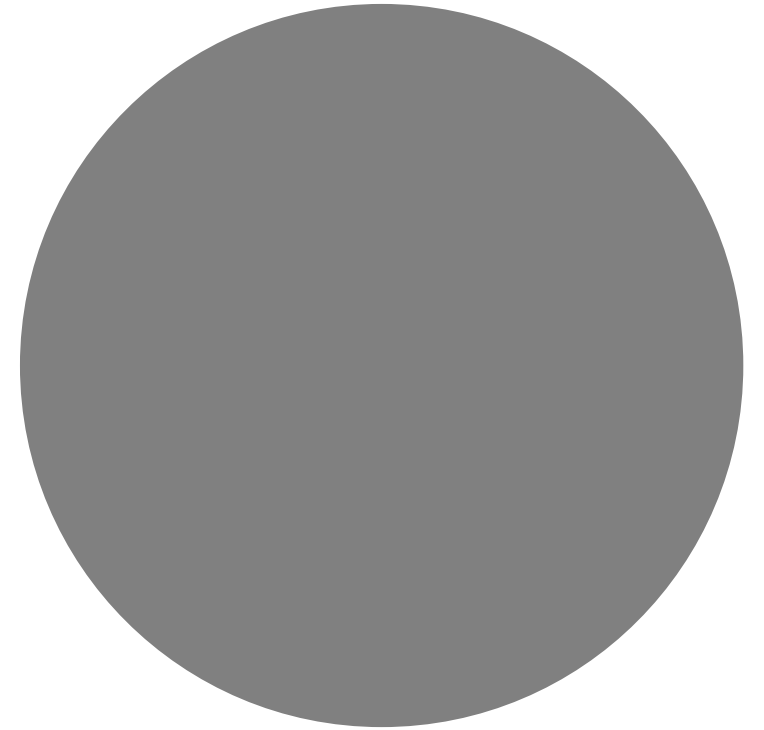
Presentation content

Presentation venue

Presentation
audience

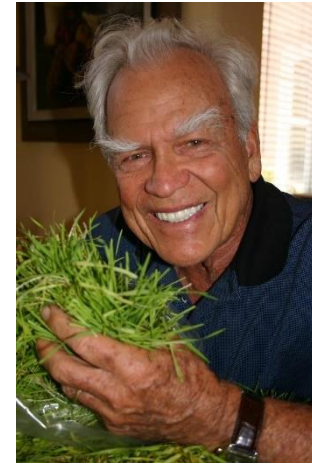
- What do you want your audience to walk away knowing?
 - Sharing and informing
 - Training and teaching

Presentation Content



Presentation Content

- What programs air late at night?
- What do each of these faces have in common?

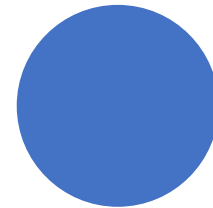


Presentation Content

- Sharing and informing
- Generally you are selling a product
 - Be knowledgeable
 - Be confident
 - Be factual
 - Be upbeat

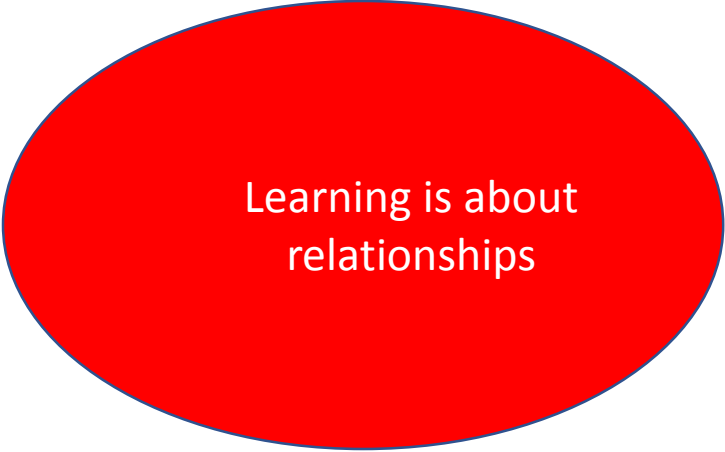
- Training and teaching
- Be the expert
- Demonstrate knowledge
- Be comfortable in your presentation
- Share stories so the audience connects

Presentation Content



Presentation Venue

- Are you presenting...
 - In-person
 - On-line real time
 - In a controlled webinar
 - On a pod-cast or YouTube video



Learning is about
relationships

Check out the body language of each of these presenters. Which one do you want to listen to most?

CUTOUT PEOPLE SAMPLER

The largest collection of cutout people characters!
100,000 cutout people images with multiple poses, emotions, and props. Just drag and drop them into your project.



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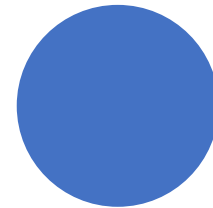
Cutout People Can Draw Attention

- Use characters to draw attention to specific areas on your slide.
- People will look where a character is looking.
- A character's gestures will also direct a viewer.
- Lead your audience with cutout characters.

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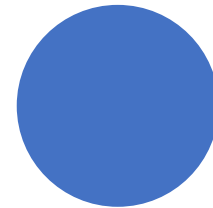
- When presenting in person you...
- Commit to the people in front of you
- Dialogue and ask questions
- Get a feel for the class and focus on what's needed
- Learning is about relationships
- Workbooks and PowerPoints are references

Presentation Venue



- On-line real time
 - Know your webinar product
 - Lots to choose from
 - Be sure you practice
 - Know what the buttons do in advance of your real time presentation
 - Have a monitor in place

Presentation Venue



Presentation Venue

- Webinar training is the same as in-person
 - Make your audience comfortable
 - Introduce yourself
 - SMILE
 - Use a head set
 - Be away from distractions
 - If you can't be away from distractions explain where you are...



Presentation Venue

In a controlled webinar you are generally a part of a panel of presenters

Know your material

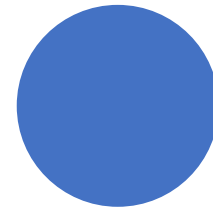
Present in a factual and welcoming manner

Don't talk over another presenter

Wait your turn

- Podcasts and YouTube videos
 - These are recorded events
 - The presenter controls the event
 - Podcasts are generally voice and PowerPoint events
 - YouTube videos are best when recorded live and uploaded to a specific channel

Presentation Venue



Presentation Audience

You need to know your audience and the reasons for their attendance...

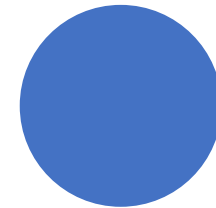
Why are we here today?



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- Who is your audience
- Why are they attending
- What do they want to learn
- Where do they come from
- How will they use the information
- When do they need to know the information

Presentation Audience



Presentation Tips

• Be yourself

• Know your material

• Be prepared

• Address the audience reasons for attending

• Appreciate their attendance

Presentation Tips

Handouts

- Share in advance

Engage your audience

- Polls
- Surveys
- Evaluations
- Respond to questions during the presentation when possible

Presentation Tips

Follow-up with a survey and
thank you for attending email

FAQ's when needed

Teaser about upcoming
events

Recorded? Where do I find
it?

Presentation Tips

Don't
make

Don't make the slides too busy

Don't add

Don't add unnecessary pictures

Don't
explode

Don't explode your fonts

Remember

Remember – Keep It Simple

RMASFAA Training Committee Offerings

Fun & Games

- A puzzle hidden inside every offering from the training committee this year to encourage learning and promote the importance of fun and stress relief at work
- Solve the Puzzle and enter into the drawing for a prize!

Upcoming Events & Puzzle Solving Opportunities

- Tuesday, April 3rd – LIVE Don't Let Comment Codes Sink Your Battleship Hosted by: Candace Graus of Colorado Mesa University
<https://attendee.gotowebinar.com/register/1420238458889193217>
- May – Pre-Recorded Interview with Recent Program Review Survivor, Joshua North of Highland Community College
- May – 2nd REST (RMASFAA Emotional Stress Track) Blog Post “UNO is Not the Answer: Building a Strong Team Departmentally and Divisionally” by Ashlee Dutton of Pikes Peak Community College
- June – 3rd REST Blog Post “Be STRATEGO: Beat Burnout by Thinking Effectively About Processes” by Linda Butcher with Inceptia and Janet Dodson with Tuition Exchange

Past Events Still Accessible

- [LIVE Chutes and Ladders of Year-Round Pell](#)
- 1st REST Blog Post [“Getting a CLUE: A How-Done-It Mystery \(Solved!\)”](#) for the Financial Aid Noob by Erika Kampschnieder or Mid-Plains Community College