



## TIPS FOR SUCCESSFUL PRESENTATION

A successful presentation begins with a strong foundation built on the presenter's preparation. Delivering defined content by following prescribed training goals and objectives will lead to intended successful outcomes.

GREAT FACILITATION REQUIRES KNOWLEDGE, METHODS, INCLUSION, ASSESSMENT OF GOALS AND OBJECTIVES. THIS CAN BEST BE DONE BY CONSIDERING MANY OF THE FOLLOWING.

### **BEFORE THE SESSION**

- Review the lesson plan/instructor guide. Utilize defined and appropriate means to meet goals and objectives of session.
- Note time intervals – both for content delivery, exercise/activity time and breaks.
- Check supporting material – handouts, visual and training aids - ensure the proper equipment is available. Review the instructor guide/lesson plans to ensure all supplies needed for each module/lesson are available in the classroom at the facility. Check to see all applicable materials are available.
- Check the training site/area environment for potential delivery/session issues.
- Complete necessary notifications and documentation

### **DURING THE SESSION**

- Structure delivery to following the lesson plan and instructor guide. The delivery should be based on the objectives and needs of the participants.
- Remain on schedule. Time is a constraint that usually cannot be extended. Work on training delivery effectively within time limits.
- Conduct the session with each participant's health and welfare for learning and success the goal.
- Lead by example. Deliver planned and scheduled information according to the documentation of the course.
- Be the complete facilitator. Engage and enhance your delivery by providing opportunities for your participants to engage in dialogue, activity/exercise inclusion and assessed learning outcomes.
- Control learning events – media-based learning, group activities/exercises, sessions discussions, realistic demonstrations, etc.
- Providing practice is an essential part of training. Positive, structured guidance should always be observed while providing necessary practice to the participant(s).
- Control the learning environment with numerous "temperature" checks. Realize and execute all planned session engagements with the training setting in mind.
- Provide evaluation, assessment, and knowledge checks as applicable (prescribed by lesson plan/instructor guide). Participants need timely and consistent feedback to learn.
- Provide appropriate comments and feedback to the participant(s) throughout any assessment period.
- Promote a professional image and uphold the standards for teaching and learning.
- Resolve participant issues – either in class or after depending on the nature of the issue. Observe all requirements and training protocols.

PROMOTE A PROFESSIONAL IMAGE AND UPHOLD THE STANDARDS FOR TEACHING AND LEARNING.