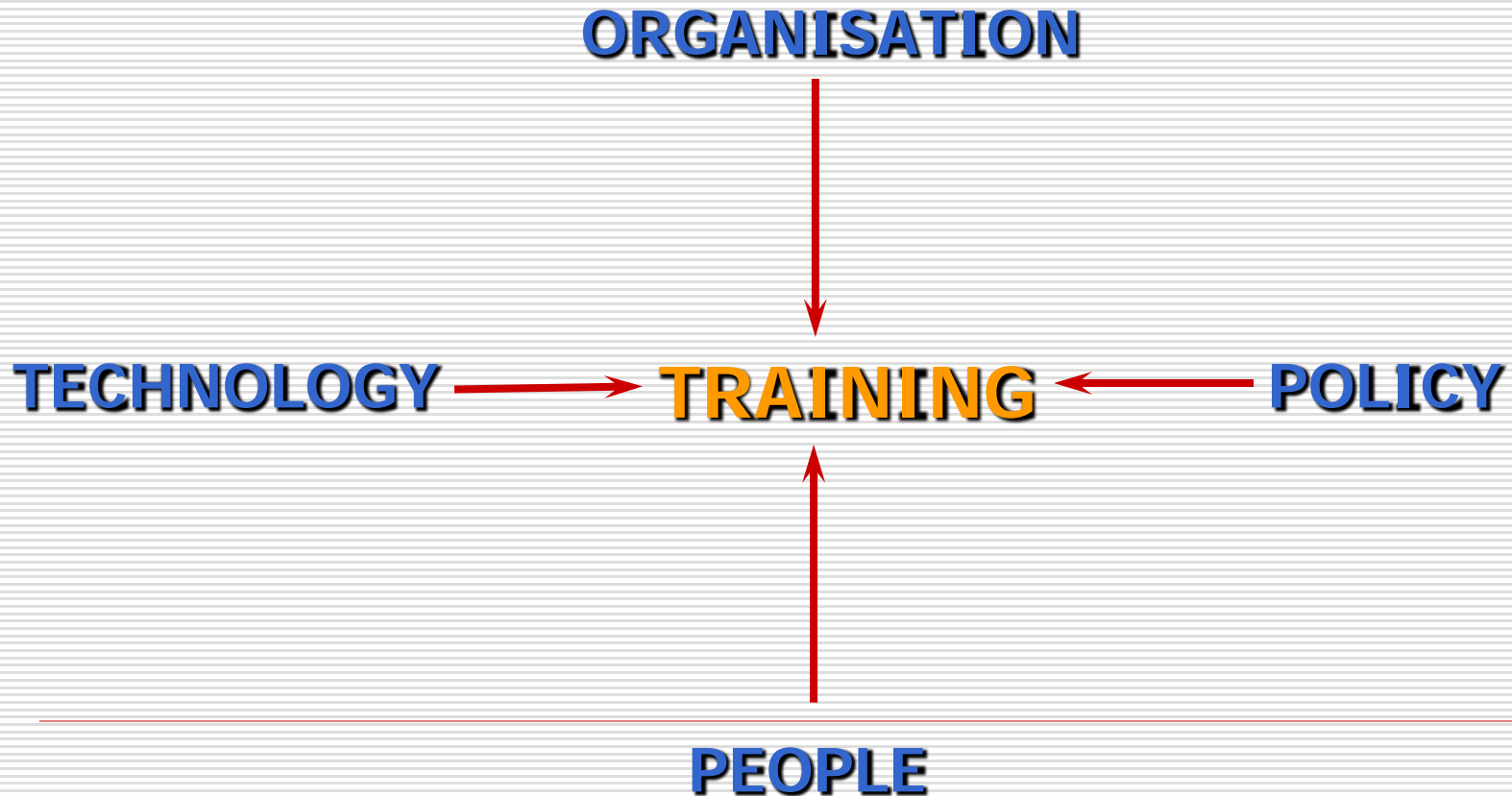

WELCOME

Tips for Trainers for Effective Presentation

WHEN TRAINING ?

Change in any of these forces an organisation to go for training :



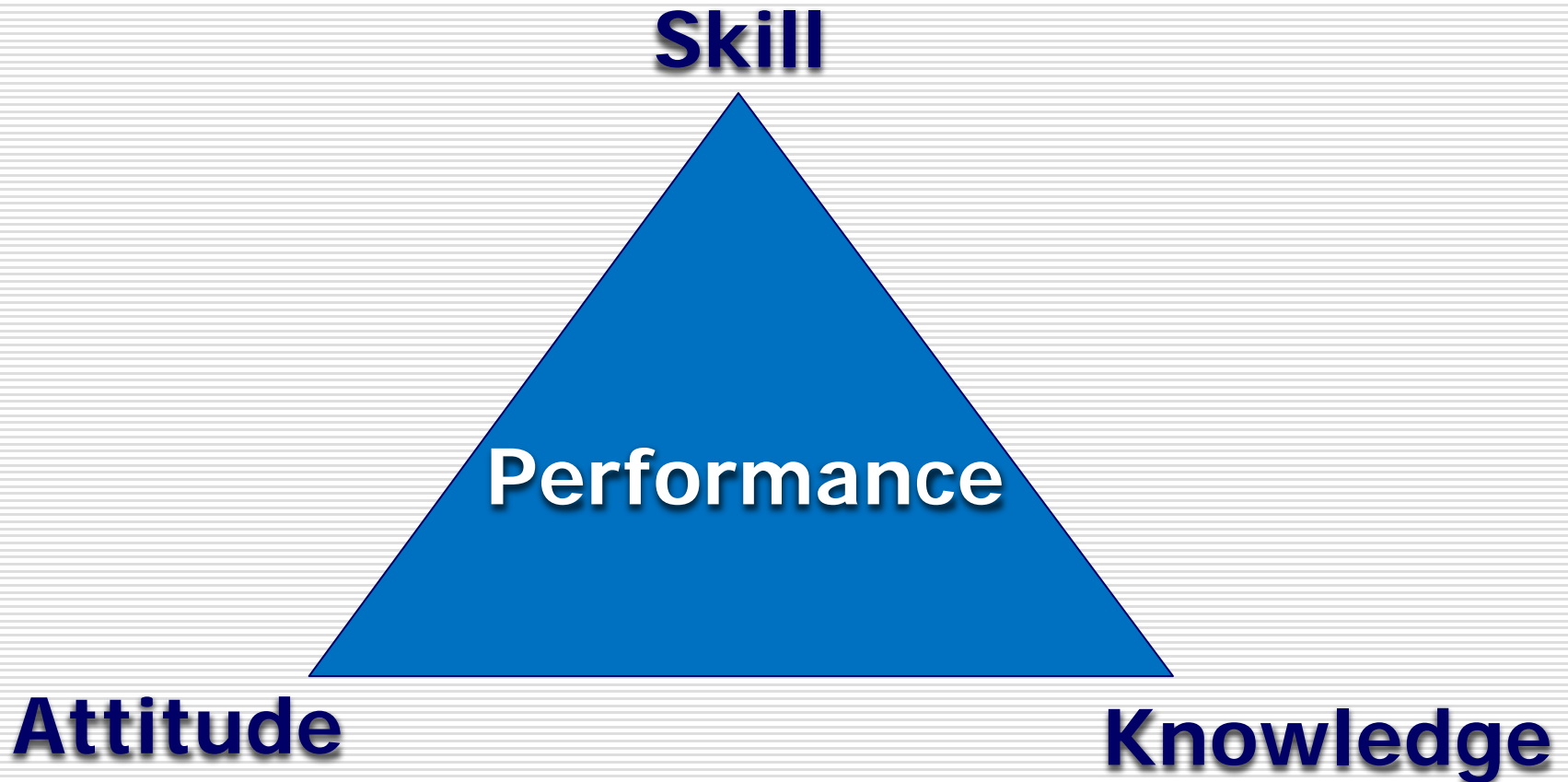
Training

is a process for
Improving or Enhancement of

Performance*

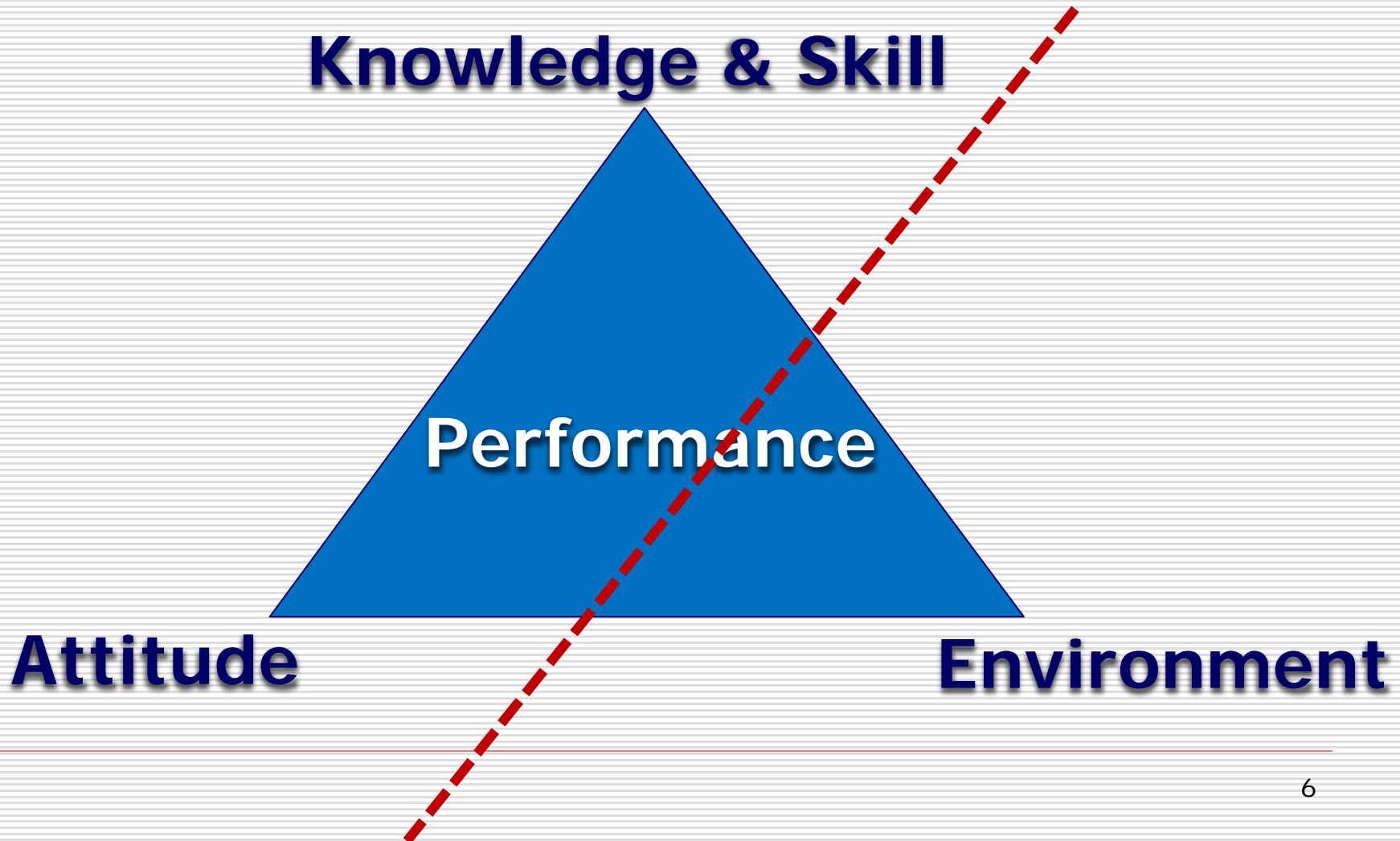
(* Reducing Performance Gap)

Human Elements Impacting Performance

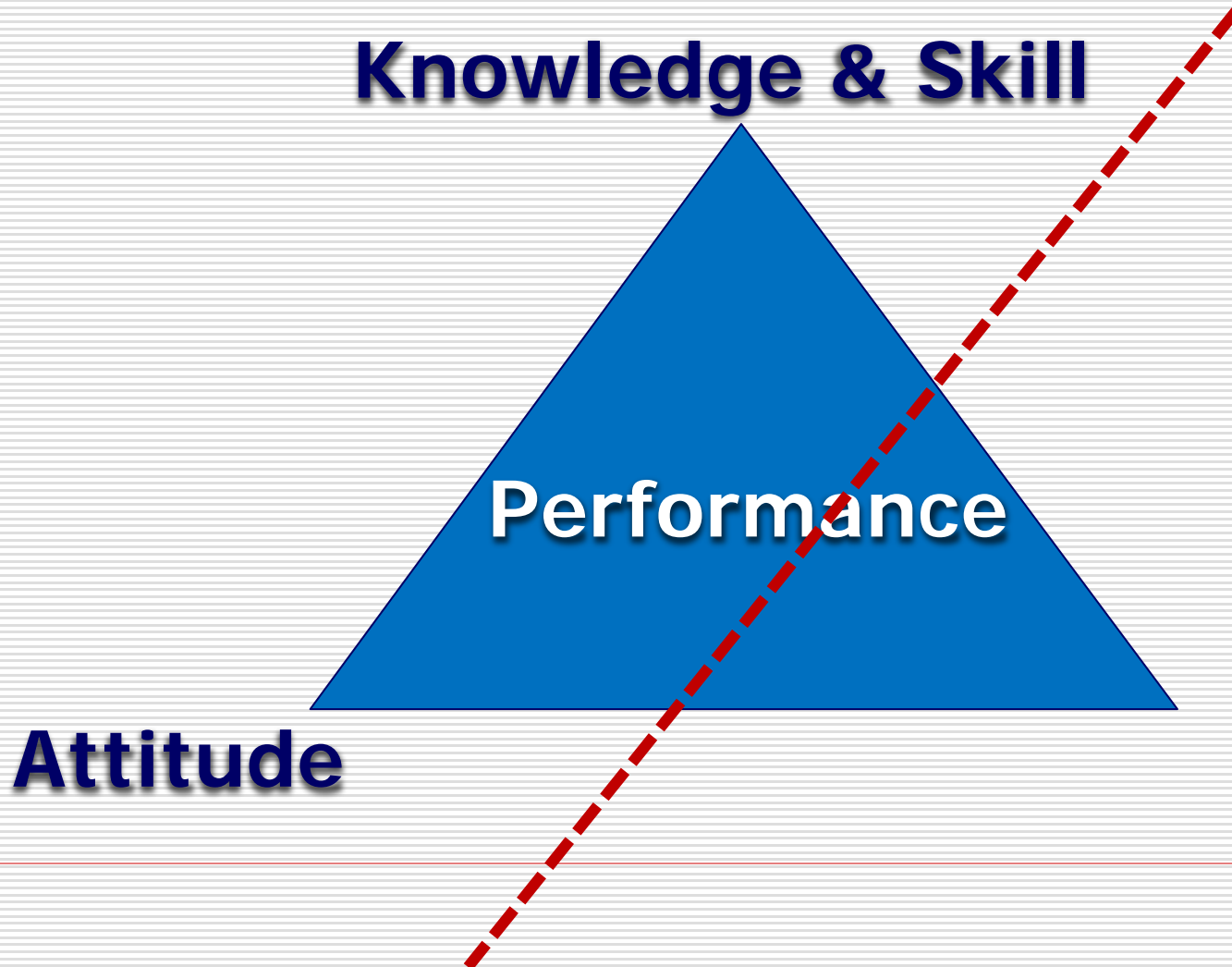


A S K

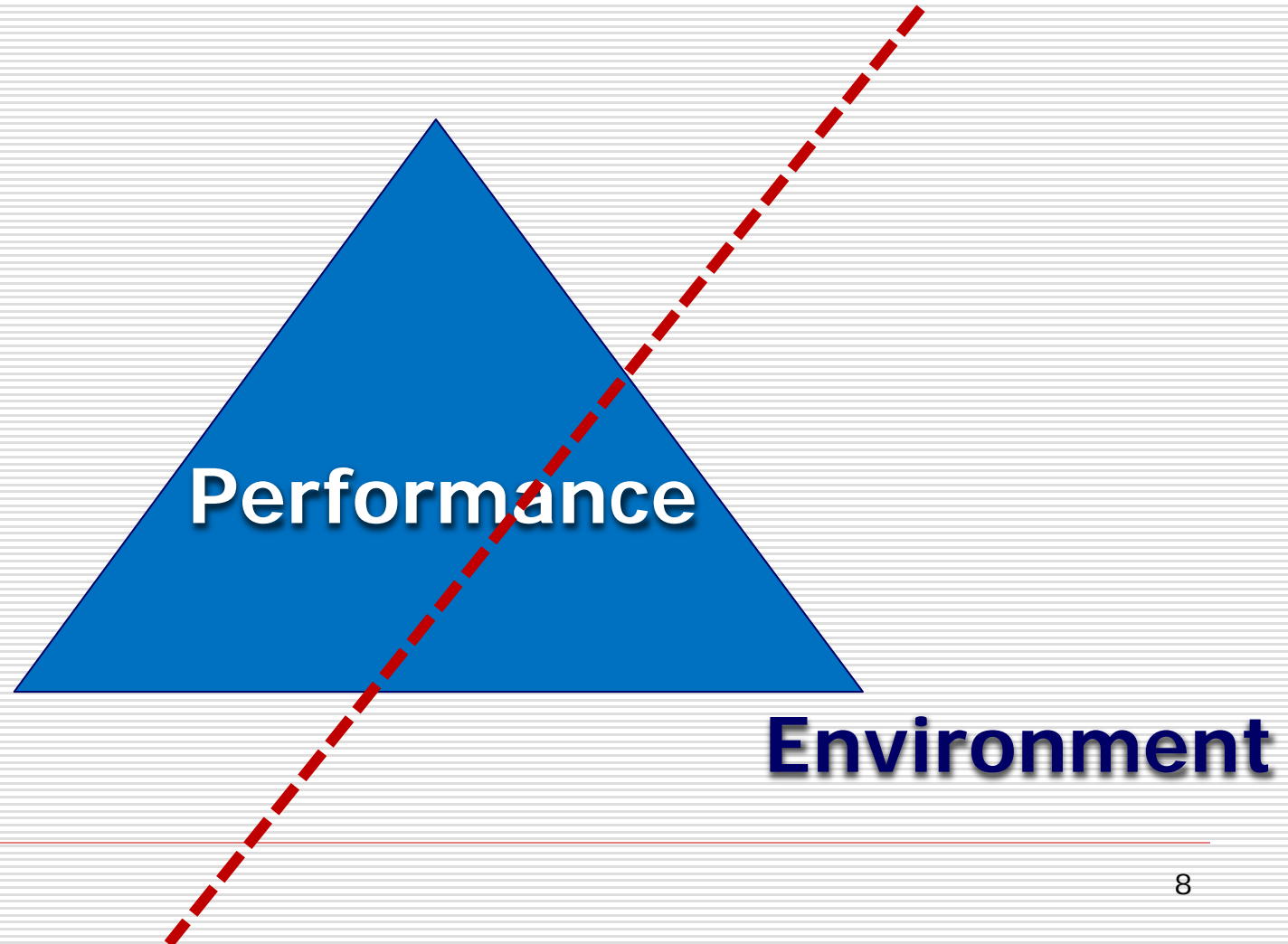
Other Factors Impacting Performance



Training can enhance Performance by upgrading Knowledge, Skill & Attitude



Training won't enhance Performance if environment is affecting



Sir Winston Churchill Said ...

"**BEFORE** THEY GET UP THEY DO NOT KNOW WHAT THEY ARE GOING TO **SAY**;

WHEN THEY ARE SPEAKING, THEY DO NOT KNOW WHAT THEY ARE **SAYING**;

AND **WHEN** THEY SIT DOWN THEY DO NOT KNOW WHAT THEY HAVE **SAID**"

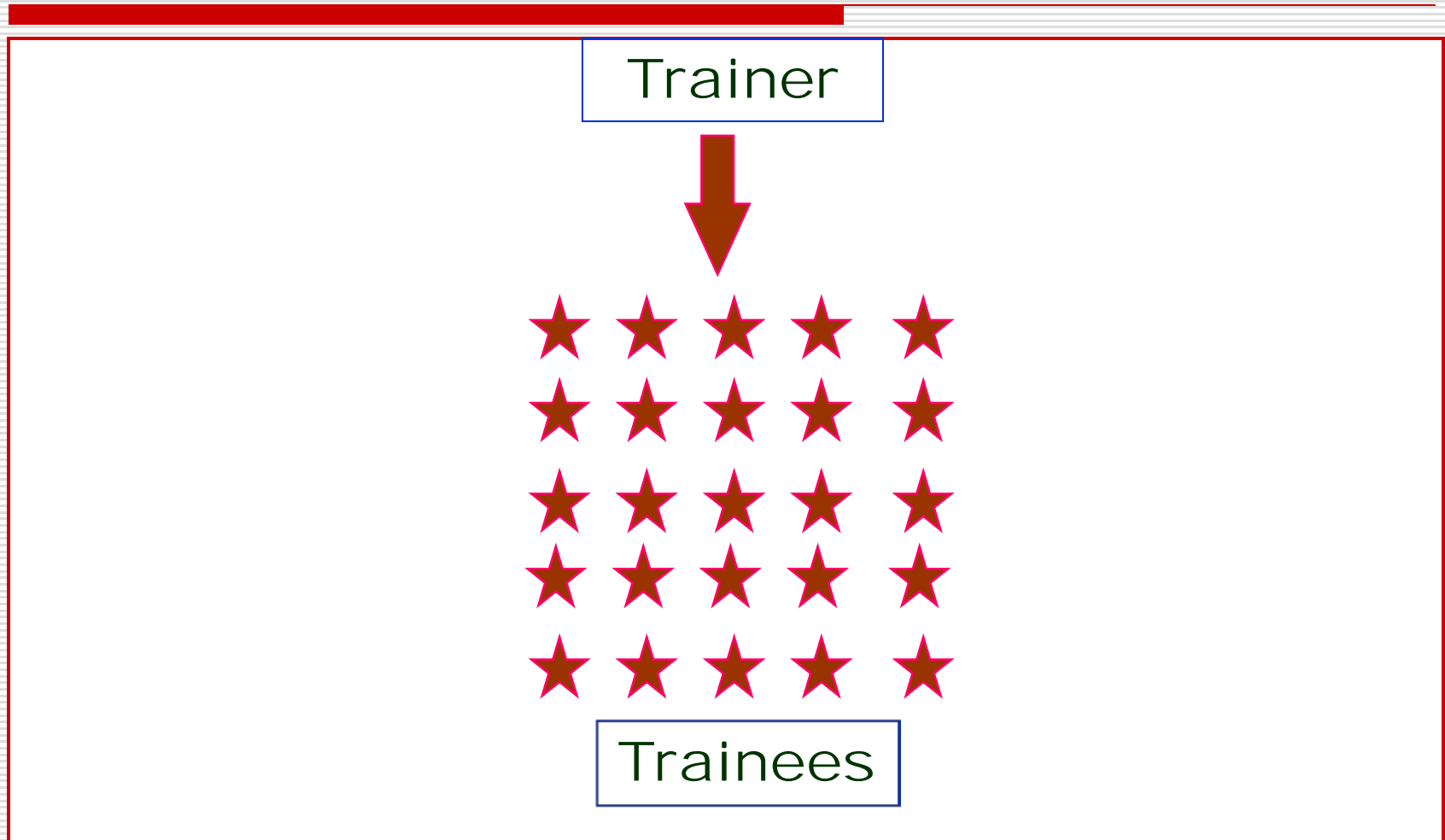
Not expected from a Trainer

Going for a Training Session?

Go with full preparation

Field Situation :

Less Trainers & More Trainees



Mostly Delivery is through

PRESENTATION

PRESENTATION

Trainer

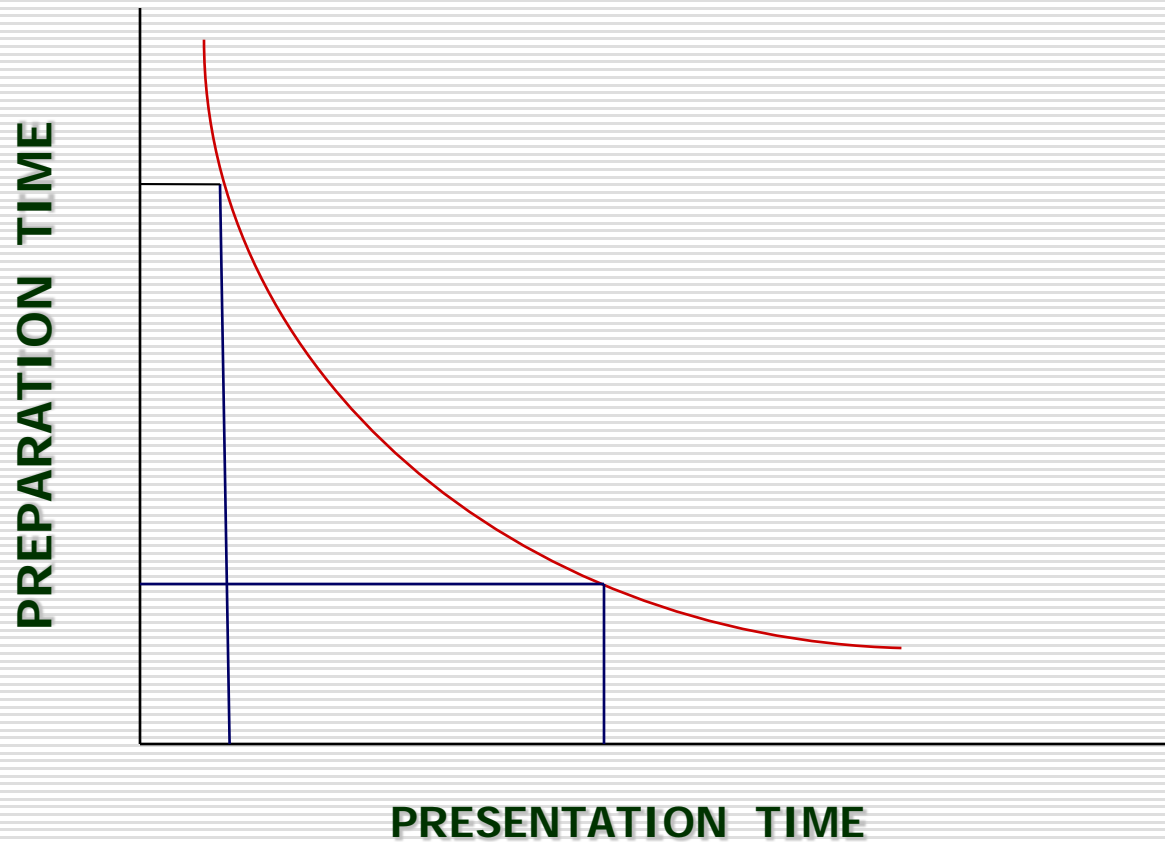


Trainees

Advantages

- Knowledge sharing
- Can cater a large number
- Relatively cheap
- Require less time
- Usage of various media for clarification (Text, Picture, Audio, Video, Animation, Web)

PRESENTATION *Vs* PREPARATION TIME FOR TRAINER



PRESENTATION : STEPS IN PREPARATION

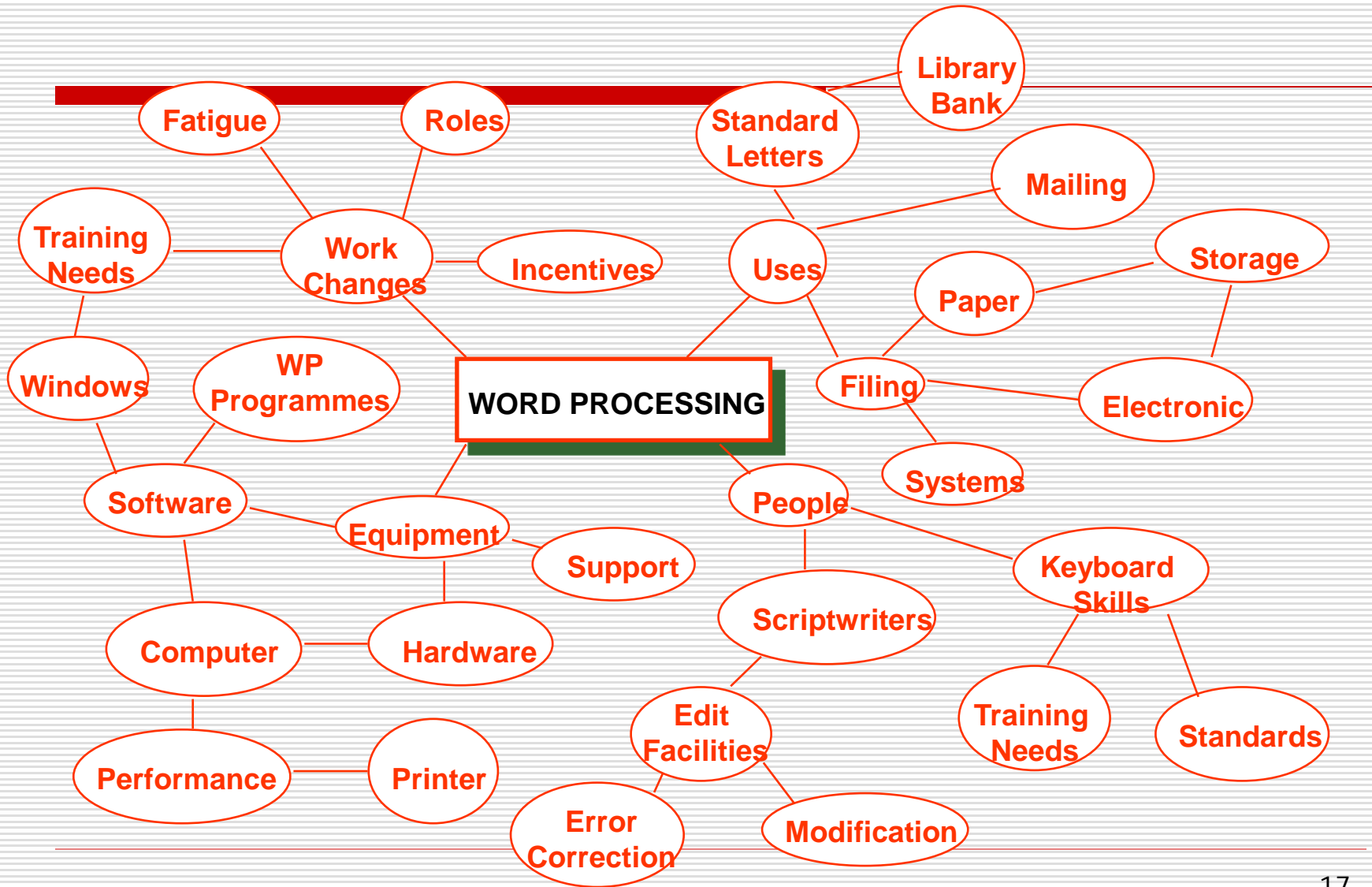
- I. SELECT TOPIC**
- II. SELECT CONTENTS**
- III. PRIORITISE**
- IV. STRUCTURE/ SEQUENCE CONTENTS**
- V. PREPARE VISUAL AIDS**
- VI. PRACTICE/ REHEARSAL**
- VII. PREPARE EXTENDED READINGS**



CONTENT SELECTION

Use Spray Diagram :

Jot down all that comes to mind related to the topic



DECIDING CONTENT

(Keeping Objective, Existing Knowledge Level & Time in focus)

Use concept of

M S C

DECIDING CONTENT

(Keeping Objective, Participant's Existing Knowledge Level & Time in focus)

MSC



COULD

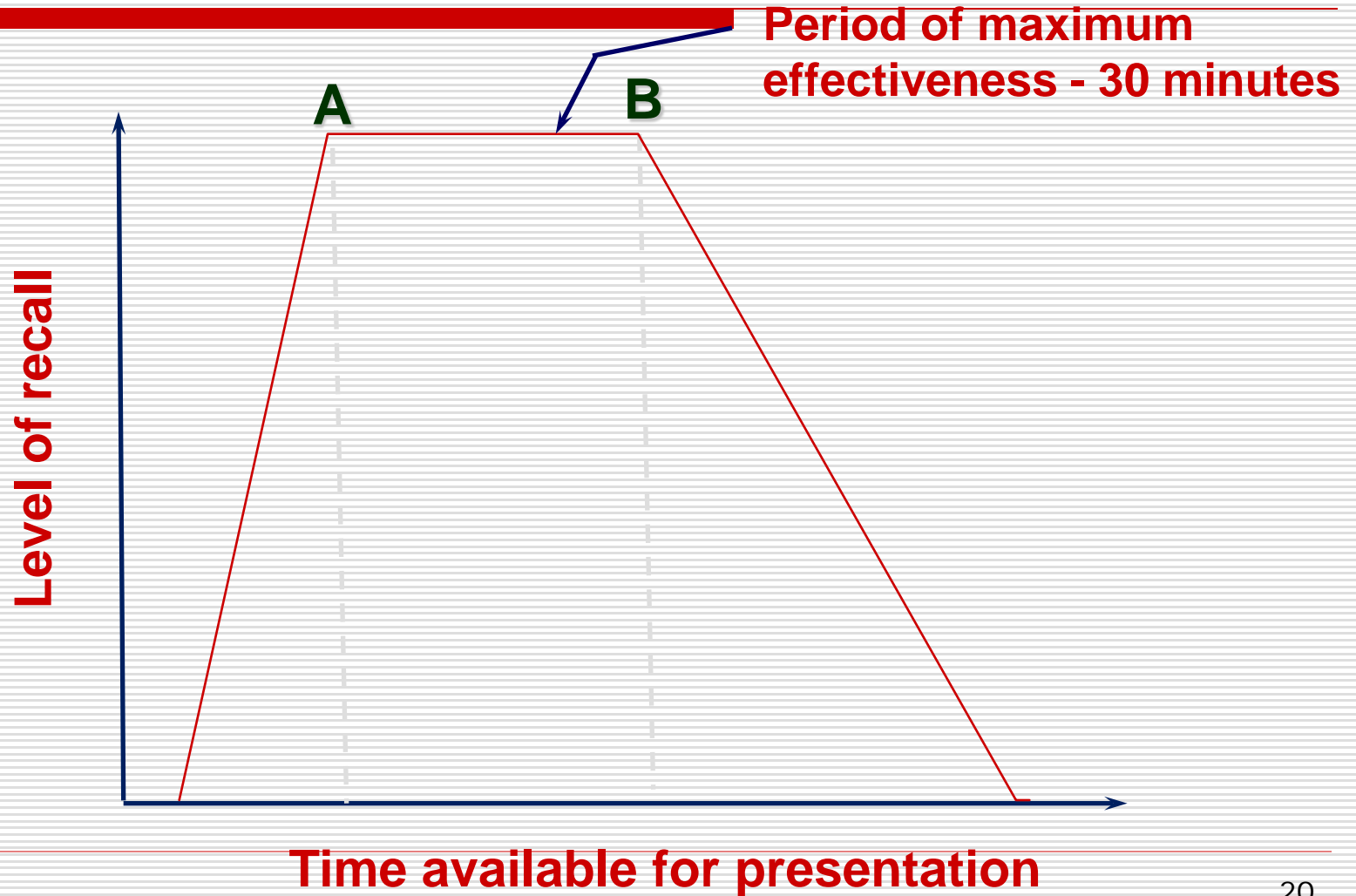
SHOULD

MUST

OBJECTIVE

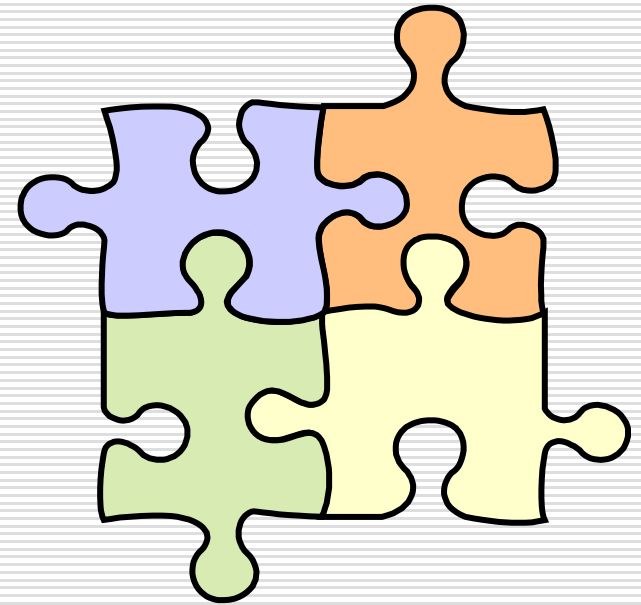
ATTENTION SPAN :

Use the prime time effectively for important content



STRUCTURING & SEQUENCING CONTENTS

- ✦ **Related things together**
- ✦ **Avoid random switching between content**
- ✦ **Known to Unknown**
- ✦ **Simple to Complex**
- ✦ **Observation to Theory**



STRUCTURING THE CONTENT

BEGINNING



Where participants are prepared for instruction

MIDDLE



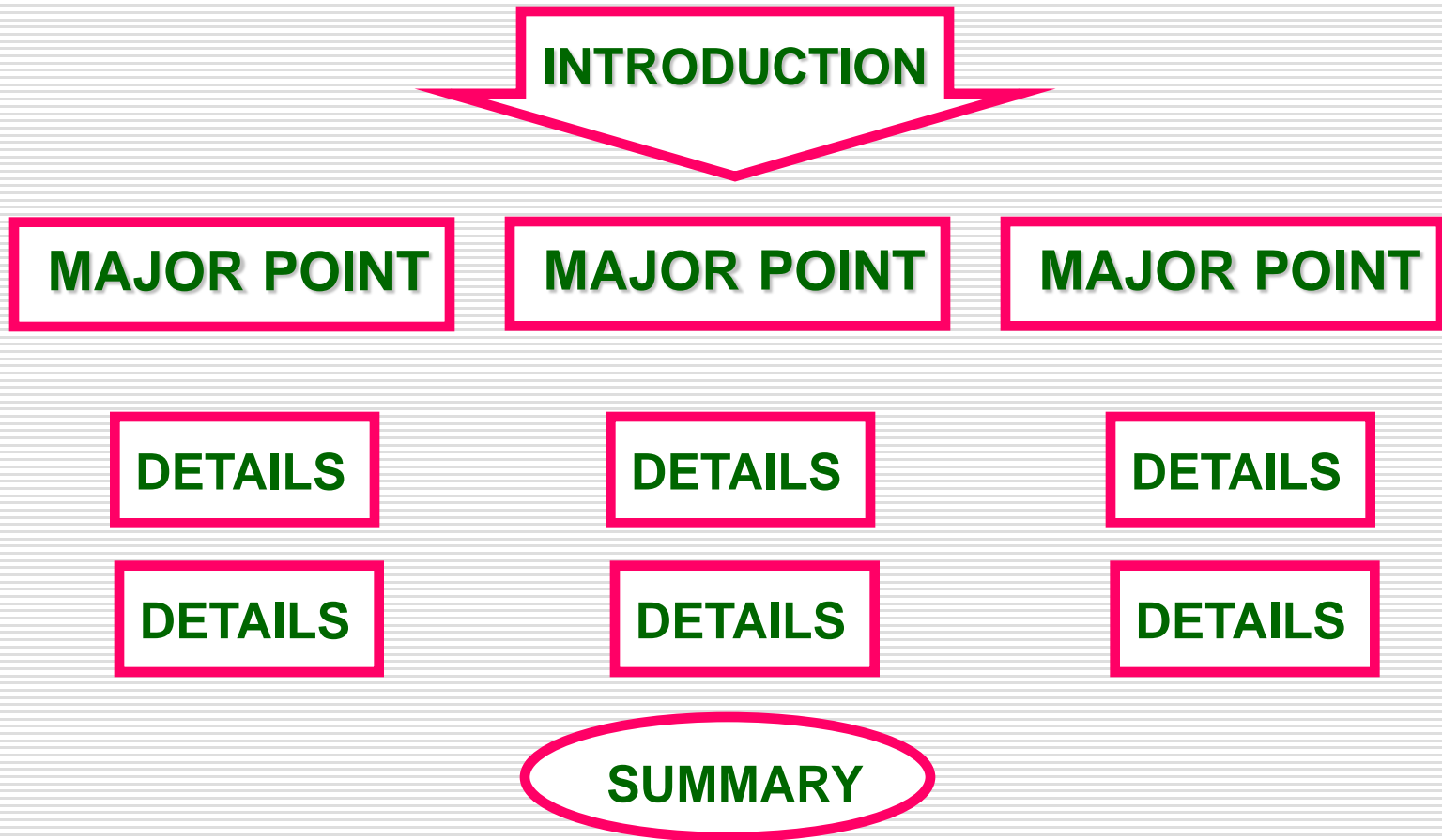
Where instruction is carried out and a participant learns

END



Where instruction is consolidated and objective achieved

STRUCTURING PRESENTATION



During Presentation

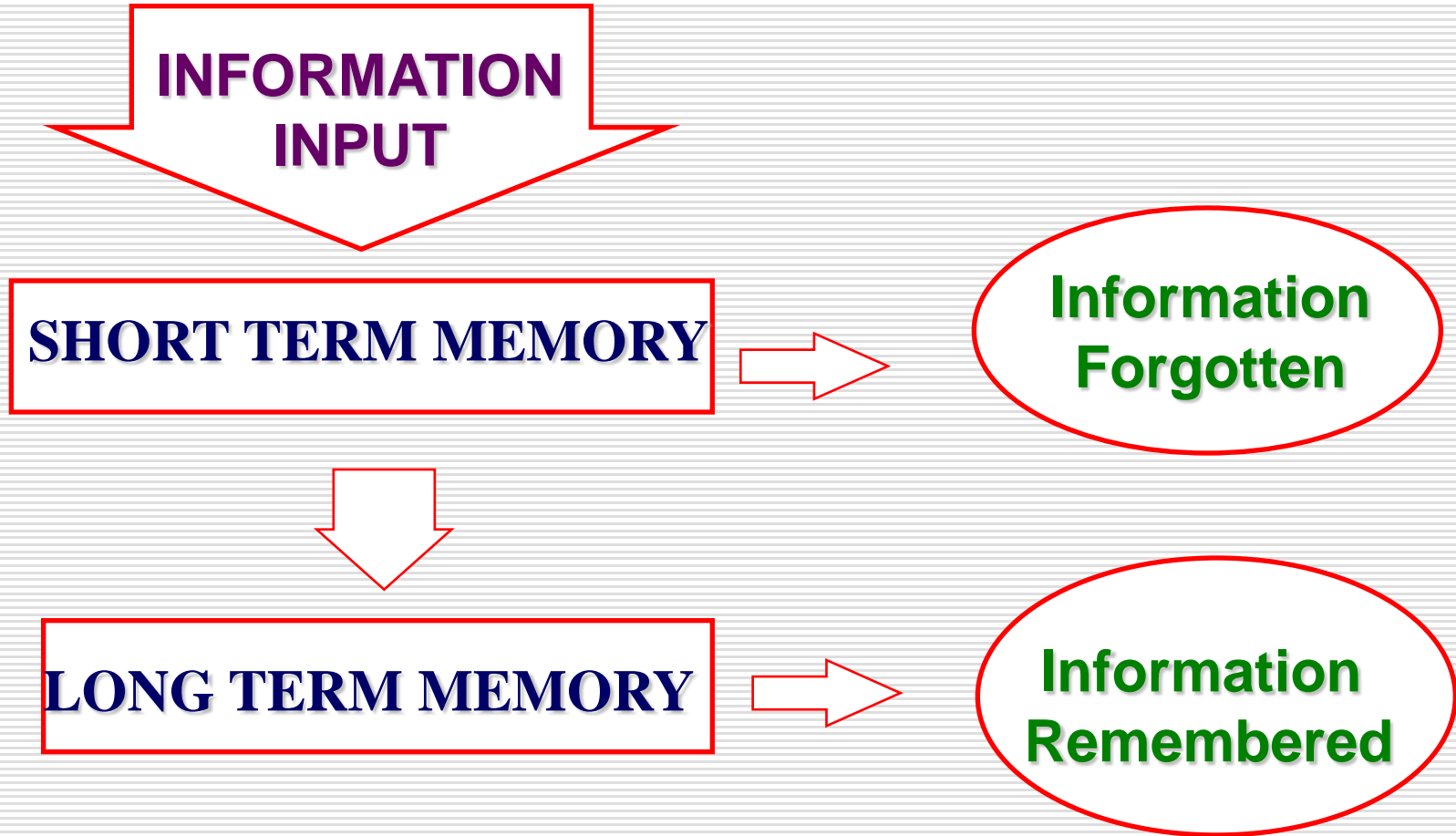
Incorporate Short Discussion

- To involve participants and make session participatory
- To provide opportunity to participants for sharing
- To get benefited by the Knowledge, Experience, Views, Ideas, Opinion, Suggestions of others
- To bring everyone to more or less on the same level of understanding

While Discussion

- **INTRODUCE SUBJECT/ISSUE**
- **INITIATE, INVITE**
- **STRUCTURE**
- **CONTROL DIRECTION**
- **ACKNOWLEDGE SPECIFIC CONTRIBUTIONS**
- **DEVELOP CONCLUSIONS REACHED**

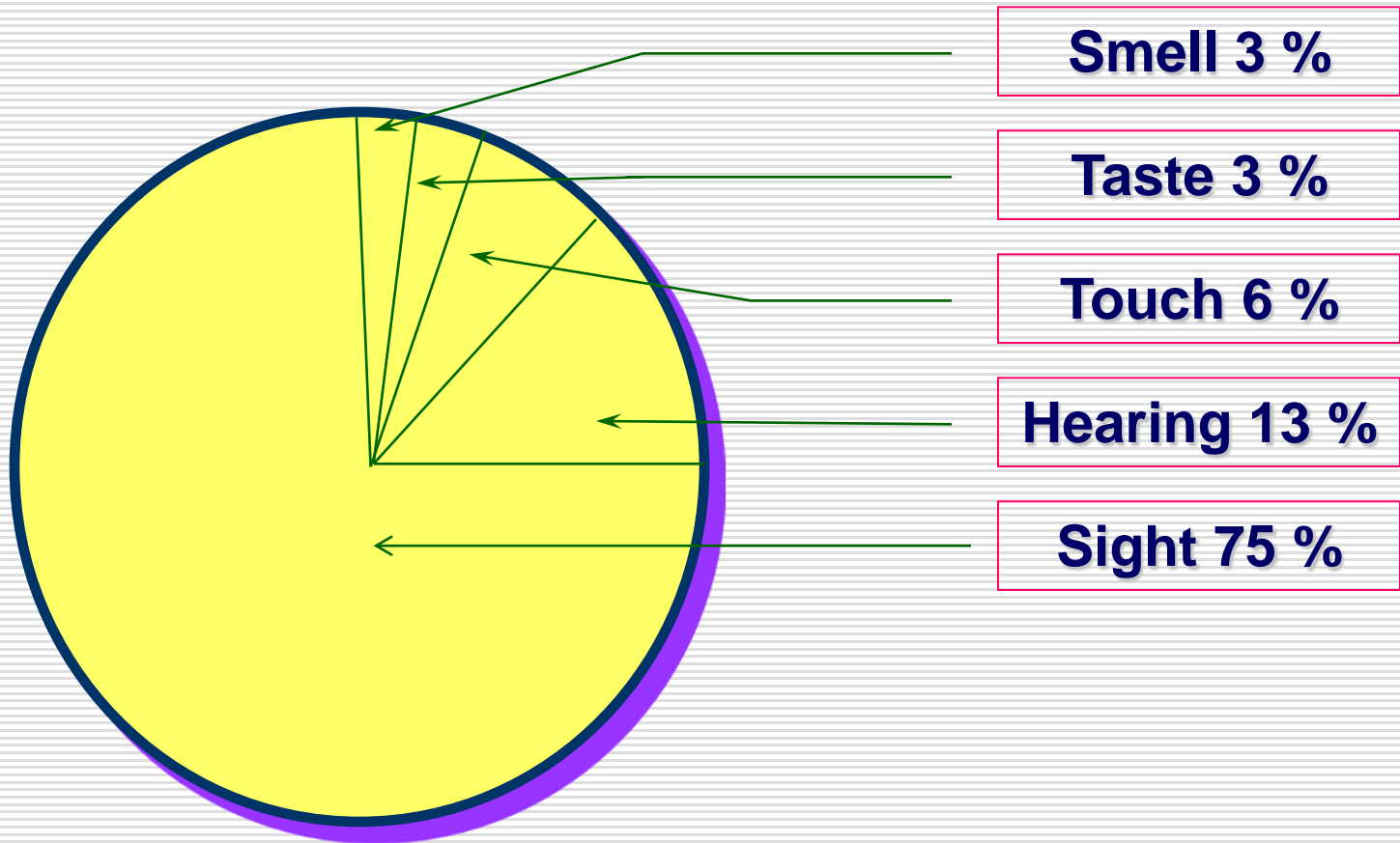
INFORMATION RECALL



Using Visual Aids

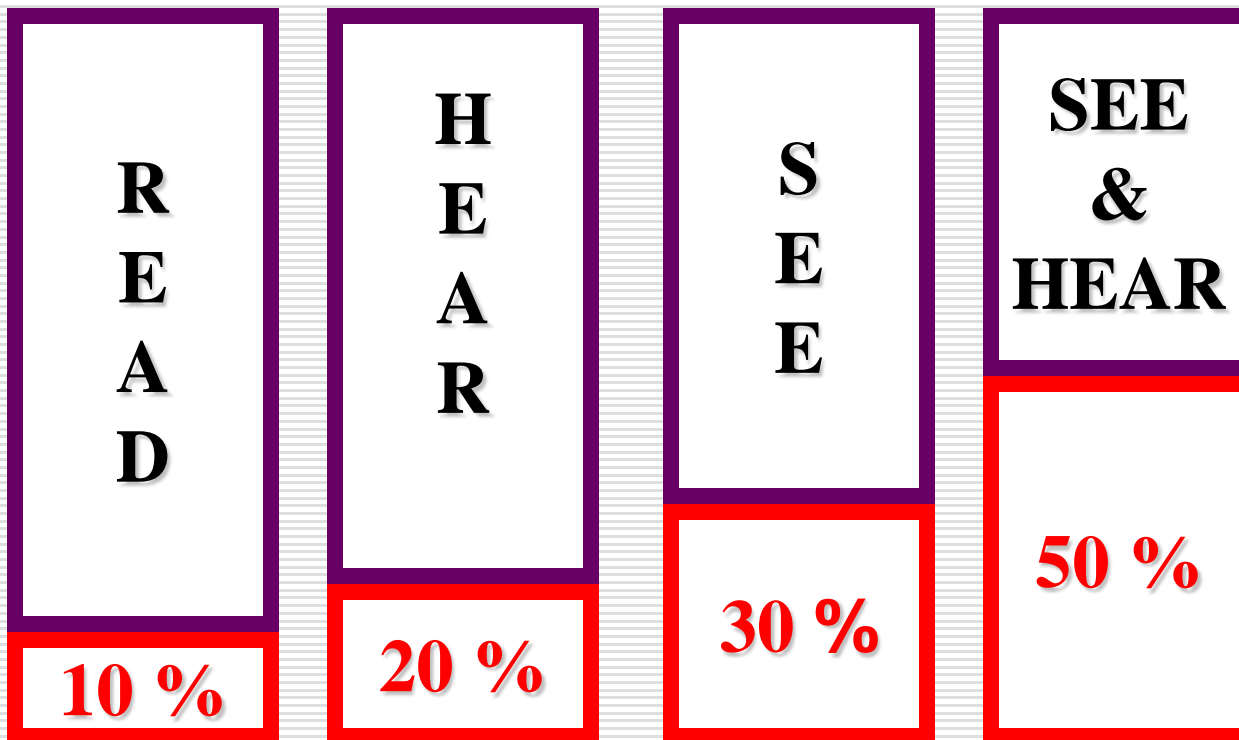
**For Transfer of Information
from Short Term to Long Term
Memory**

POWER OF THE SENSES



INFORMATION RETAINED

LOST



In Presentation

**Try to Exploit the Best Sense of
Human Being**

Sight

by using Visual Aids

VISUAL AIDS ONE CAN USE

- **Black/White Board**
- **Transparency/OHP**
- **Flip Chart**
- **Models / Items**
- **Computer Based Presentation**
- **Films/Audio**
- **Demonstration etc.**

Making PPT Slide/Transparency/ Flipchart

- Put bullet points on pages (avoid paragraph writing)
- Use limited content on one page (7 X 7)
- If its hand written then use CAPITAL letters
- Use common readable fonts, avoid *artistic fonts*
- Avoid spelling mistakes

Making PPT Slide/Transparency/ Flipchart

- **Use bright colours to differentiate/distinguish**
 - **Highlight important content**
 - **Do not use too much of animations**
 - **Smooth change of Slide / Transparency /Flipchart**
-
- **Suggestion : Use few equipment**

PURPOSE OF VISUAL AIDS

- To help learning
- To clarify and simplify
- To help maintain interest
- To help emphasize key points

AVOID

- Talking to them
- Reading them word for word
- Waving pointer
- Putting too many words on visual
- Coming in between the audience & display



At Starting of Presentation

- **Set your material**
- **Welcome Audience**
- **Introduce your Topic**
- **Tell time frame**
- **You can set rules too politely**

Before You End & Leave Stage

- **Give Opportunity for Clarifications**
- **Suggest Extended Learning Material**
- **Thank Everyone**
- **Clear all your material from stage**

Be Conscious about

Dress

- **Formal**
- **Neat**

Position

- **On Dais**
- **Team Members**
- **Changeover of Presenter**
- **Avoid Interference**

Be Conscious about

Body Language

- **Movements**
- **Gestures**
- **Eye Contact**
- **Avoid Conflict**

Audio

- **Language**
- **Voice Clarity**
- **Loudness**

Timing

- **Start**
 - **End**
-

FEEDBACK : SALIENT FEATURES

- ◆ **PURPOSE : TO HELP THE RECEIVER (LEARNER) TO IMPROVE**
 - ◆ **EFFECTIVE FEEDBACK MUST BE**
 - **CONSTRUCTIVE**
 - **UNDERSTANDABLE**
 - **WELL-TIMED**
 - ◆ **REQUIRES TRUST**
 - ◆ **CAN BE UNCOMFORTABLE & THREATENING**
-

About Trainee You May Have

**POSITIVE
OPINION**

**POSITIVE
FACTS**

**NEGATIVE
OPINION**

**NEGATIVE
FACTS**

Help Trainee in improving by sharing :

**POSITIVE
OPINION**

(For encouragement)

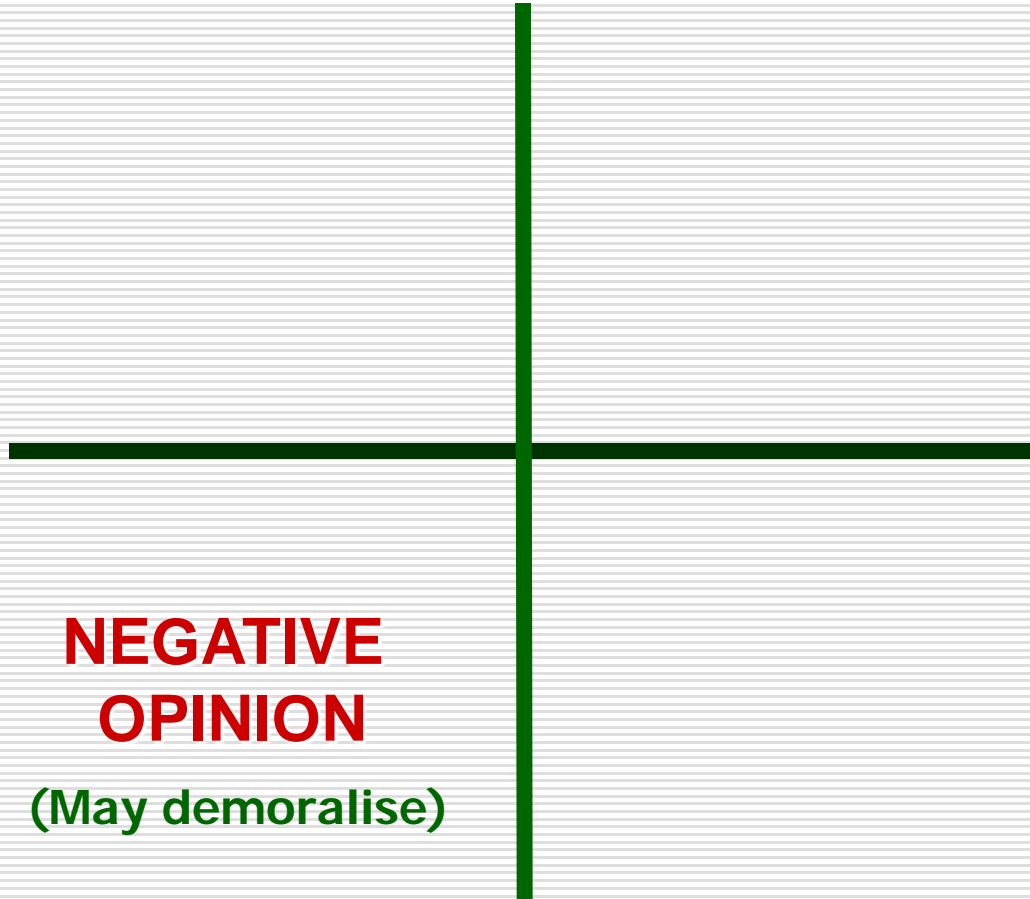
**POSITIVE
FACTS**

(To continue the quality)

**NEGATIVE
FACTS**

(To rectify the flaws)

Never share with Trainee



Hope this short session will help you in performing your duties as a Trainer.

Every single session will polish your presentation skills.

Best Wishes !

For developing further training skills
one can participate in

'Trainer Developments Trainings'

organised by UAoA, Nainital
and other

National/State Training Institutes.

Thank You