

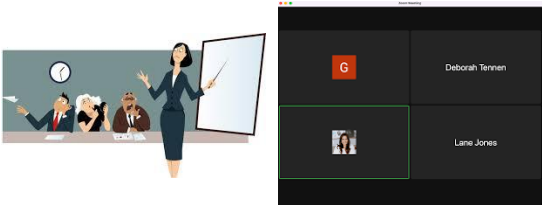


# Presenting with Confidence & Clarity

Facilitated by:  
**Julianna Cantwell**, CACE, CPHR (Retired)

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## Why Presentation Skills?



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## Objectives

- How adults learn ... what motivates ... actively engage
- Effective communication techniques ... enhance audience understanding ... encourage participation
- Prepare ... before and during ... reduce challenges



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## Julianna



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## Agenda

### DESIGN

- Understanding Adult Learners
- The Learning Cycle
- Learning Styles
- Audience Analysis
- Climate Setting
- Creating Flow



### DELIVERY

- Presentation Techniques
- Visual Aids
- Opening a Presentation (including example slides)



5

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## Understanding Adult Learners

### Adults:

1. experience & wealth of information
2. established values, beliefs & opinions
3. new information → old knowledge / experiences
4. need to feel safe
5. self-directed
6. made for motion
7. problem-centered orientation
8. different learning styles & paces
9. responsibilities outside the classroom



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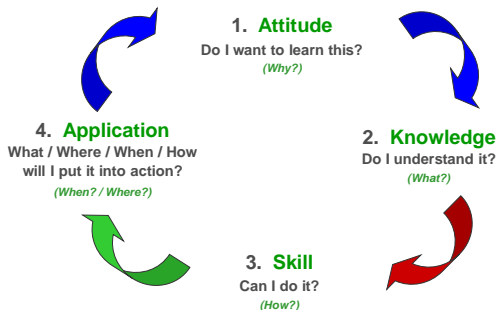
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## The Learning Cycle



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## Learning Styles

Visual



Auditory



Kinesthetic  
(tactile, physical)



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## "Audience Analysis"

Experience & Commitment Levels of Participants	Leadership Style
<b>I</b> Low experience High commitment	<b>Tell</b>
<b>II</b> Low experience Low commitment	<b>Sell</b>
<b>III</b> Varying experience Varying commitment	<b>Involve</b>
<b>IV</b> High experience High commitment	<b>Delegate</b>



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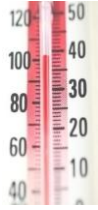
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## Climate Setting

- Acknowledge contributions
- Build self-esteem
- Maintain dignity
  
- Lay out expectations (opening)
- POOT
- Fun
- Appropriate humour
  
- Be genuine



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## Creating “Flow”

1. Title Pages



2. Headers



3. Bridges

4. Manage Discussion



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## Presentation Techniques

### Before (Design)

1. What? So What? Now What?
2. Simple → Complex
3. Chunk Information
4. Use Examples



### During (Delivery)

1. Chew Time
2. Repeat – 3x
3. \*Post Key Flip Charts



12

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## Visual Aids

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### PROS (+) & CONS (-)

Flip Charts 

*When to use?*  
*When NOT to use?*

PowerPoint 

*When to use?*  
*When NOT to use?*



13

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## Opening a Presentation

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1. "Sell" Importance & Benefit
2. Review Objectives
3. \*Ask for *Their* Goals/Expectations
4. Review Agenda
5. \*Set Ground Rules



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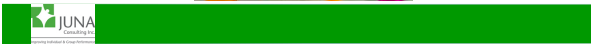
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## Your Goals & Expectations - Example

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**What do you want  
to get out of this presentation ?**

*What would you like to learn, in particular?*



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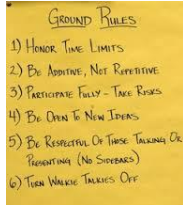
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## Ground Rules - Example

What do we need to do to get the most out of this opportunity?



16

## Other Stuff for Opening

- Introduce Yourself
- Housekeeping

**OPTIONAL:**

- Land Acknowledgement
- Safety Moment
- Participant Intros
- Icebreaker Activity
- Parking Lot \*
- Other?



17

## Housekeeping - Example

- Start & End Times (e.g., 12:00 pm – 1:00 pm)
- Breaks
- Handouts
- Washrooms
- \*Refreshments
- \*Quiet Learning Toys
- \*Parking Lot
- Other?



18

## Summary & Review

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### DESIGN

- Understanding Adult Learners
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### DELIVERY

- Presentation Techniques
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## Burning Questions

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## Presenting with Confidence & Clarity

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**Thank YOU!**

**Julianna Cantwell, CACE, CPHR (Retired)**

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21

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