

Provided under a Creative  
Commons Attribution-Share Alike  
3.0 Germany License

# ***Train the Trainer : Presentation Technique***

***The summary technique of presentation start from preparation, present by various materials, the way to speak and timing in each presentation.***

***Author of this version: Ms. Phattana Jailuk***

***Version / Date : 1 / October 24, 2005***

***Created by: ECC Language and IT Training  
for it@coops  
Copyright: InWEnt***

Training material created during the project "it@coops - Information Technology for Southeast Asian Cooperatives", a joint initiative of the Asian Women in Cooperative Development Forum (AWCF) and InWEnt - Capacity Building International, Germany in cooperation with CULT (Thailand), FORMASI Indonesia (Indonesia) and NATCCO (Philippines) with financial support by the German Federal Ministry for Economic Cooperation and Development (BMZ). Reference number of training material: [TRM17021]. / For more information see <http://www.it-coops.org>. Under the license, the copyright holders do not endorse any future versions of the material or the use of the work.

it@coops

## About it@coops - Information Technology for Southeast Asian Cooperatives

The programme it@coops - Information Technology for South East Asian cooperatives - provides poverty-oriented cooperatives in Southeast Asia with IT skills and stimulates virtual cooperation. The programme was initiated jointly by the Asian Women in Cooperative Development Forum (AWCF) and InWEnt - Capacity Building International, Germany and is implemented jointly with the Credit Union League of Thailand (CULT), Thailand, the Forum for Indonesian Cooperatives Movement (FORMASI Indonesia), Indonesia and the National Confederation of Cooperatives (NATCCO), Philippines. The initial phase from 2004 to 2007 was financially supported by the German Federal Ministry for Economic Cooperation and Development (BMZ).

For further information please visit the following websites: - <http://www.coopwomen.org> (regional)  
<http://it-coops.natcco.coop> - <http://www.it-coops.org> - <http://it-coopsindonesia.com> (national)

Copyright: InWEnt

it@coops



## About the Creative Commons Attribution-Share Alike 3.0 Germany License

The material is licensed under a Creative Commons Attribution-Share Alike 3.0 Germany License

. You are free to copy, distribute, transmit and adapt the work. To view a copy of this license, visit <http://creativecommons.org/licenses/by-sa/3.0/de/deed.en> or send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, California, 94105, USA.

Please note that this license requires attribution of all authors in future versions, and should include the following attribution: "Training material created during the project "it@coops - Information Technology for Southeast Asian Cooperatives", a joint initiative of the Asian Women in Cooperative Development Forum (AWCF) and InWEnt - Capacity Building International, Germany in cooperation with CULT (Thailand), FORMASI Indonesia (Indonesia) and NATCCO (Philippines) with financial support by the German Federal Ministry for Economic Cooperation and Development (BMZ). Reference number of training material: [TRM17021]. For more information see <http://www.it-coopsthai.cultthai.coop/>". Under the license, the copyright holders do not endorse any future versions of the material or the use of the work.

Please also note the following indications and disclaimers:

- In addition to the attribution under the license, InWEnt would also kindly request a brief notice in case of use of the material indicating context of use/ modification and number of people reached. Please give us a feedback at [ict\[at\]inwent.org](mailto:ict[at]inwent.org).
- All trademarks mentioned in this course and potentially protected by third parties shall be subject to the unqualified provisions of the pertinent trademark law and property rights of the registered owner.
- Under the license, the copyright holders do not endorse any future versions of the material or the use of the work.

# Train The Trainer

Instructor: **Phattana Jailuk**

24 October 2005

# Presentation Technique

## Preparation Detail

## Ask yourself

- ▶ What **speaking have you done** in the past?
- ▶ What **size audiences** have you worked with before?
- ▶ What is the **nature of the presentation** you are about to do?

## Ask yourself

- ▶ What is the **size and nature** of your audience?
- ▶ What is the **objective** for your audience?

## Ask yourself

- ▶ Will you be using PowerPoint or another presentation **medium**?
- ▶ How will be putting your **slides together**, and what is their **skill level**?
- ▶ Are you familiar with using **PowerPoint**?

# Ask yourself

- ▶ What **equipment** are you using?
- ▶ What is the **room** like?



# Prepare Yourself

- ▶ Allow yourself time to practice and rehearse **what you're going to say**.
- ▶ **Practice standing and speaking** to group of people at every possible opportunity.
- ▶ **First impressions** are really going to make a difference. Be smart but wear things that are appropriate to your audience.



# Prepare Your Room

- ▶ Be at your **venue well before the starting time**.
- ▶ If you're not familiar with using projectors or sound equipment, always **consult a professional**.
- ▶ **Check all equipment** in advance.
- ▶ Have several **marker pens** available.
- ▶ Try to **greet people** as they arrive.

# Your Presentation

- ▶ If using overhead transparencies.
  - **Put into the frames.**
  - Have your transparencies **in order?**
  - **Do not switch off** the projector whilst changing each slide.

# Your Presentation

- ▶ If you are using PowerPoint.
  - Keep slide **simple**.
  - **Avoid excessive** detail.
  - **Avoid fancy or random slide transitions**.
  - Slides **should be and aid to your presentation**  
not a lot of notes for people to read on screen.

# Your Presentation

- ▶ If you are using PowerPoint.
  - Keep to a **small number of bullet points** on each slide.
  - Either show all the points at once and just talk about a couple of them or **bring up the points one at a time** and talk through each one as it comes up.

# Your Presentation

- ▶ If you are using PowerPoint.
  - Use **blank bullets** to help you know when a slide is at an end.
  - **Avoid** clipart that is **cheesy**, **transitions** that are **gimmicky** and **weird sound effects**. (Don't let it distract your audience away from you.)



# Your Presentation

- ▶ If you are using PowerPoint.
  - If you need to bring several different presentations together, then create an opening slide with **hyperlinks**.

# Your Presentation

- ▶ Think about your audience and if they need take note or refer to something during your presentation.

# Your Presentation

- ▶ Give out copies of your slides
  - It is usually best done at the **end of your presentation**. Otherwise, people are reading ahead of you and not listening.



# Presentation Technique

## Getting Started

# Body Language Communication

## ▶ Body Movement

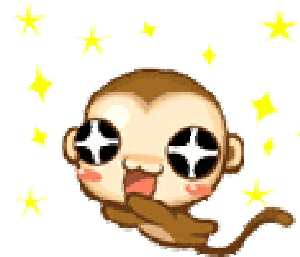
- Your **feet close together** and your weight evenly distributed between them.
- **Don't stand in one position**, try to inject movement as you speak.
- **Don't walk** around to **much**.



# Body Language Communication

## ▶ Eye contact

- **Maintain eye contact** with your audience as much as possible.
- Try to **make eye contact with every one** in your audience at least once.



# Speaking

## ▶ Try to relax

- You may need to speak a little **slowdown** than normal.
- Keep the **variety** in your **tone** and pace of delivery.
- Ask about some **exercises** to help you practice.



# Be Prepared for Difference Reactions

## ▶ Reaction of Audience

- Nodding their head or smiling.
- Very quiet and not show any sign of enthusiasm.



# DON'T WORRY

## Be Prepared for Difference Reactions

- ▶ Audiences vary a lot.
  - Sometimes when people are very quiet they are simply concentrating on you.

# Your Introduction

- ▶ Prepare some notes in advance for whoever is going to introduce you.

## The First 20 sec.

- ▶ All of these may be ways of making a memorable first impression:
  - A powerful quote
  - A reference to something special about your audience or the room that you're in.
  - A question.

# Stories

Audiences love stories.



# Don't get drawn into a argument

- ▶ If someone's perception is different to your own.
  - Simply acknowledge that they are right.
  - Suggest that you talk about the issue afterwards and try to work out a solution for them.

# Timing

- ▶ Practice your presentation in real time.
  - It is very **rude and annoying** to run over time.
  - Be prepare to **cut your presentation** short if you are running out of time.

# Building a Back End

- ▶ If anyone has requested follow up then ask him or her business card and make a note on the card of what it is that they need.

# Have Fun

- ▶ Enjoy yourself. And don't be afraid to have fun with your audience.
- ▶ Avoid trying to be funny through joke telling unless you're very confident that it will work.



# Q & A

