



## PRESENTATIONS SKILLS

These handouts were recently developed for a client who asked for a new course on Presentation skills to be developed which used Accelerated Learning. Each of the elements of Presentation Skills was related to one aspect of a circus and the theme was continued in the handouts attached. Making Handouts interesting and related to the theme of the course ensures that participants will actually use them and will remember what they learned during the event because the theme is continued.

To ensure that handouts are actually put to use rather than stuffed in a drawer and never read you should observe the following:

- Make them bright and colourful
- Make them short and to the point
- Relate them directly to the actual learning that has taken place
- Try to inject humour and light heartedness
- Don't assume you have to stick to paper handouts in a written form how about trying some of the following:
  - Give people each piece of information as a jigsaw piece which they have to fit together
  - Give them a "treasure chest" handout which contains a number of items each of which relate to some part of the teaching and which will serve as a reminder
  - Give participants a CD – either CD Rom or Music CD
  - If the training covers a number of days or weeks, give them something that relates to each part and make it build something at the end of it – e.g. pieces of a pyramid and when they have all the bits they will have completed the training with each piece of the pyramid containing the key words they need to remember

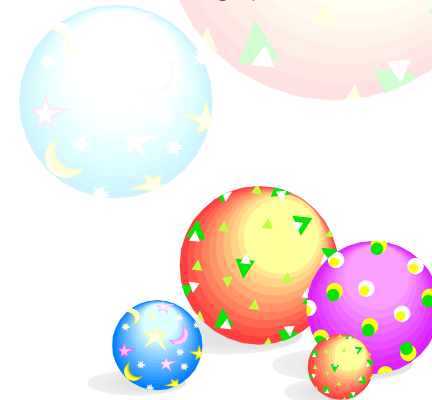
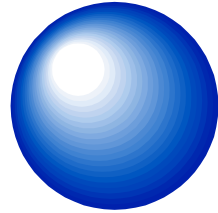
A good tip is to buy lots of children's magazines and learning comics and see what techniques publishers use to get the children interested. These techniques can be replicated for adults as well – after all, why should we stop enjoying fun and colour just because we aren't children any more?

Enjoy the Handouts that are here and use them for your own Presentations Skills Course



PRESENTATION SKILLS  
HANDOUTS

**HANDOUT 1 - PRESENTATION RULES**





## HANDOUT TWO – USING HUMOUR



**Make sure you start your presentations with a bang and use humour appropriately.**

**Adding in an anecdote which demonstrates your points will help the audience remember what you have said to them and will make them more inclined to listen to the reminder of your presentation.**

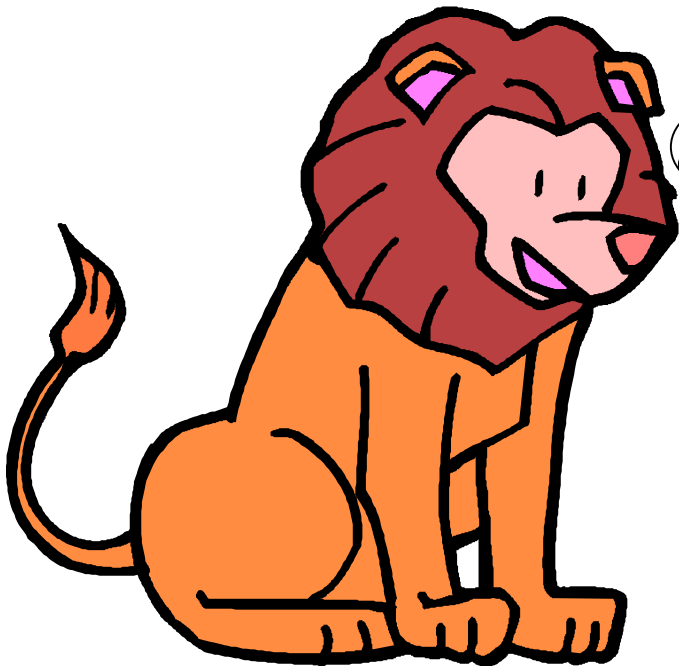
**Do not use humour just for the sake of it, make sure it is relevant to the subject you are speaking about and will help you achieve your objectives**



## HANDOUT THREE – BUILDING RAPPORT

Make sure you aren't "mauled" by your audience by:

- Making sure in advance that you know the audience make up
- Talk to them
- Seek to build a relationship with them
- Be gentle
- Be firm
- Gives rewards to them for listening
- Capture their imagination and attention
- Don't let them become bored
- Stay alert





# HANDOUT FOUR - PREPARING THE PRESENTATION

**Message** - Give only 4 – 5 key messages

**Bang** -always start with an attention getting hook

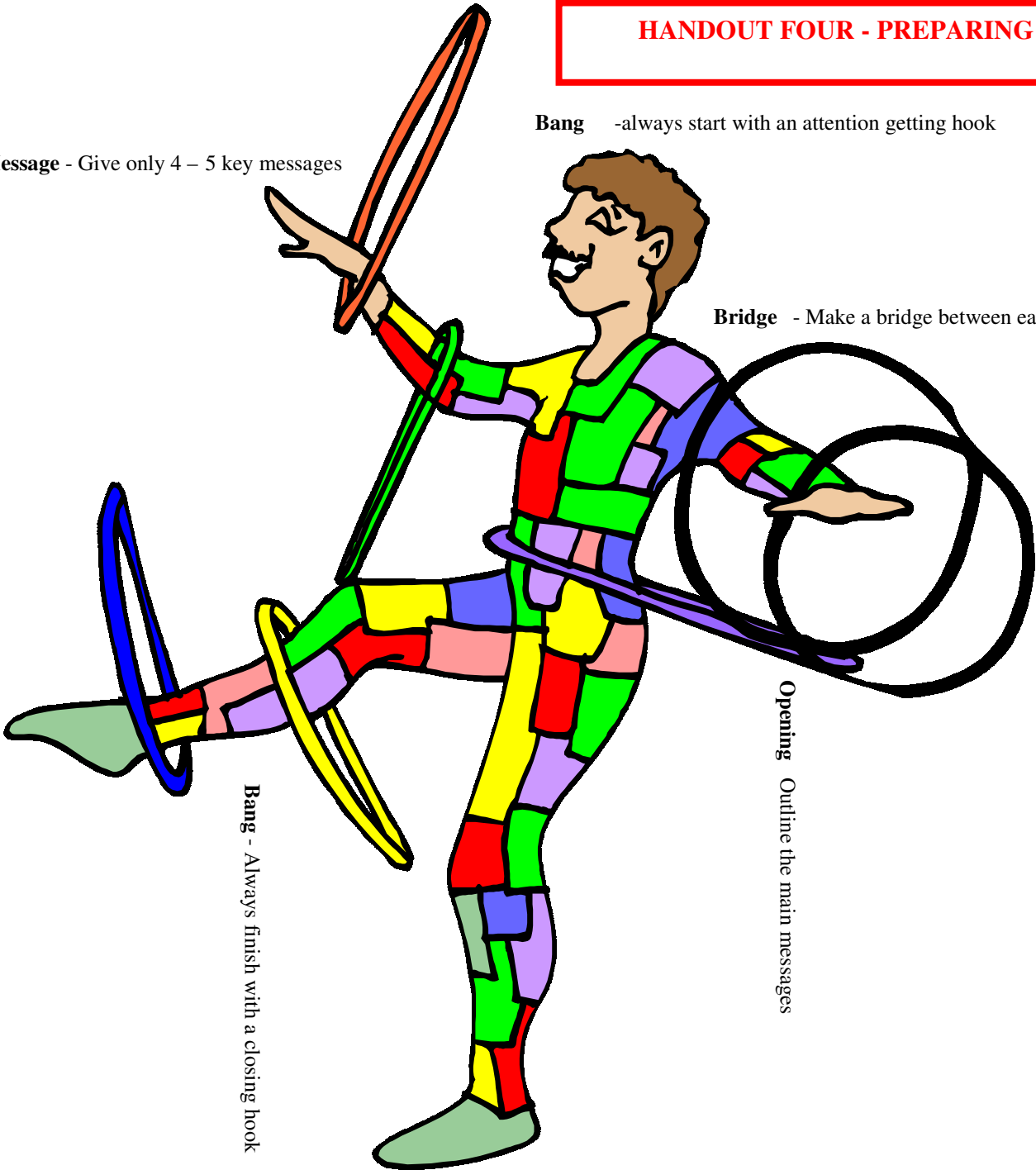
**Bridge** - Make a bridge between each key message and the participants experience and needs

**Recap** - Be sure to summarise and conclude

**Examples** - Give frequent examples to help the audience visualise

**Opening** Outline the main messages

**Bang** - Always finish with a closing hook





## HANDOUT FIVE – KNOW YOUR AUDIENCE

To make sure you have the right content for the audience, you need to ask yourself a number of questions:

**Who is the audience?**

**What is their level / background?**

**What do they already know about the subject?**

**What will their concerns be?**

**What are the competing factors against me?**

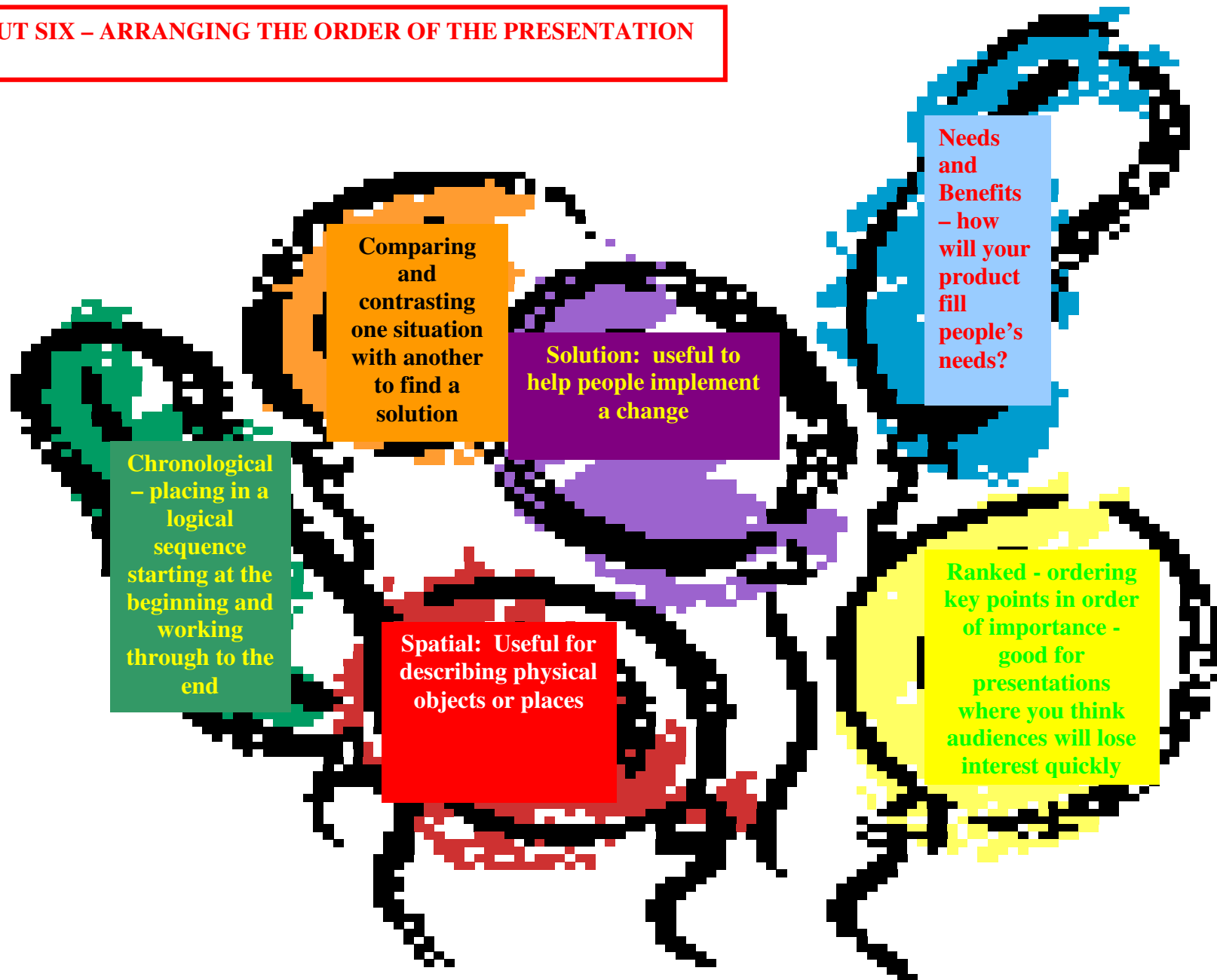
**What do they expect me to say?**

**What is their mind set / prejudices / attitudes / beliefs  
etc**





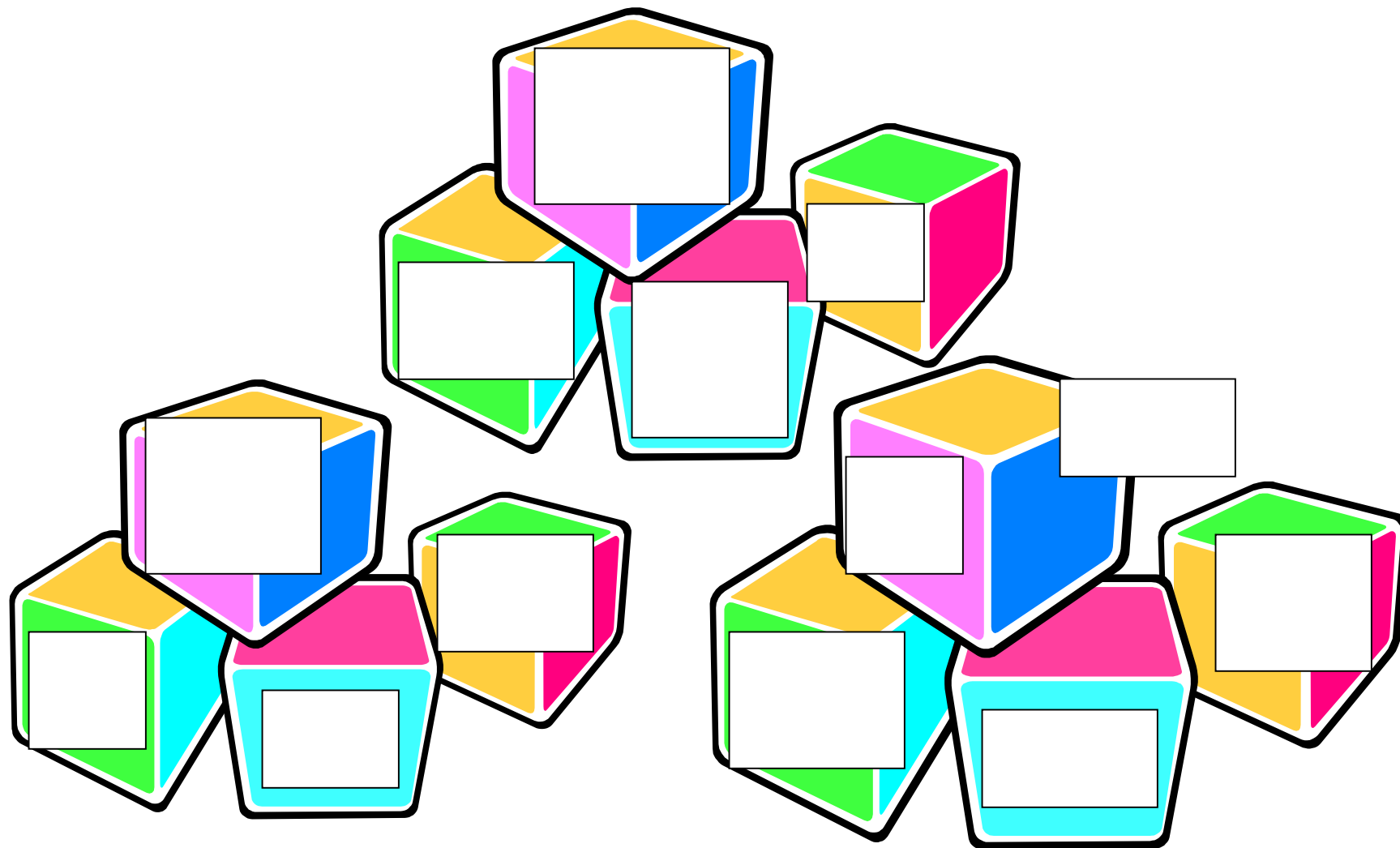
## HANDOUT SIX – ARRANGING THE ORDER OF THE PRESENTATION







**HANDOUT SEVEN – MY NOTES**





## WORD SEARCH

P	R	E	S	E	S	K	I	L	O	B	N	M	X	O	P	L	H	S	K
O	B	J	G	H	J	U	P	B	I	O	O	H	K	K	K	L	K	R	I
A	S	X	W	R	F	B	R	A	D	X	G	J	R	V	S	P	E	S	L
W	F	V	C	F	R	A	A	G	F	H	M	O	F	D	R	E	C	S	P
O	A	U	D	I	E	N	C	E	K	N	O	W	L	E	D	G	E	E	Q
B	X	D	D	V	R	G	T	L	D	S	B	M	P	F	R	T	N	G	E
J	X	E	M	E	T	F	I	D	A	N	T	A	B	E	V	K	D	I	R
E	O	B	J	W	T	I	C	V	T	R	B	O	B	E	G	D	I	R	B
C	A	U	D	H	Y	B	E	B	U	A	I	A	L	R	X	D	N	L	O
T	F	I	V	Y	H	C	R	D	T	I	D	T	P	R	A	P	G	R	T
I	N	V	E	S	U	N	D	I	R	A	P	P	Y	P	R	E	S	E	N
V	W	H	Y	T	M		O	P	E	N	I	N	G	B	O	B	J	E	C
E	C	C	H	R	O	N	O	L	O	G	I	C	A	L	O	R	D	R	E
C	L	A	R	I	U	H	U	M	O	P	R	E	N	I	N	G	T	R	Y
E	N	D	I	N	R	A	P	P	T	F	G	V	X	E	G	U	L	L	S
A	P	R	E	S	E	N	T	A	T	I	O	N	S	K	I	L	L	S	

**PRESENTATION SKILLS**  
**CHRONOLOGICAL**  
**CLARITY**  
**BREVITY**  
**OBJECTIVE**

**AUDIENCE KNOWLEDGE**  
**BANG**  
**PREPARATION**  
**RAPPORT**  
**HUMOUR**

**FIVE WHYS**  
**OPENING**  
**BRIDGE**  
**PRACTICE**  
**ENDING**

Puzzle – which of these words is not included in the above word search?