



Making an Impact

Handout 8

Presentation Techniques

Lecture type

- ✦ Referred to as 'talking to' or 'talking at' a group.
- ✦ To be effective, presenters need to be on top of things at all times and to be interesting and amusing to the audience.
- ✦ A significant advantage of lecturing is that the lecture time can be judged to the last minute.
- ✦ The presenter must be aware of the audience at all times.
- ✦ The lecture does not allow for any form of immediate evaluation.
- ✦ No two-way communication between presenter and audience.

Facilitation

- Similar to lecture except that facilitator encourages some group participation.
- Common in adult training, facilitator relies on participant experiences to generate some discussion.
- Questions are encouraged.
- This form of lecture should allow some evaluation at the end.
- This method of instruction is extremely efficient.
- When preparing allow sufficient time for group participation.

Roleplays

- Involves the presenter and the group.
- Design a simple script about the situation the participant may be placed in.
- Get group members to act out the situation in identified positions.
- Participants do most of the work, this gives commitment to follow the role play.
- Make show fast moving and get everyone involved.
- Hold a debriefing session after the role-play exercise is finished.
- Gives everyone feedback on the process and highlight important points or issues.

STRUCTURED Group Discussion

- ❖ Discussion between participants to meet set objectives.
- ❖ Group input gives more motivation to meet objectives.
- ❖ Participants responsible for setting the agenda.

OPEN FORUM Group Discussion

- ◆ Unstructured discussion.
- ◆ Used to voice opinions or vent frustrations.
- ◆ Ground rules must be set before the discussion starts.
- ◆ Beware of dominant persons who tend to do all the talking.

PANEL Group Discussion

- Almost like a lecture, does not allow a great deal of participant input.
- Panel is made up of a group of topic experts each with their own sub topic.
- Starts at a logical point and builds on the previous topic, all topics being related.
- To be effective, mixed with a question and answer method.

Simulations

- Used for team-building exercises.
- Complex structure that requires more participant input.
- Break group into smaller teams with different exercises.
- Groups are placed into situations where they must solve problems or build on visions.
- Groups must present their findings and results to all the participants.
- Simulations are used for training of individuals.
- Used to give flight and driving training.
- Complex and expensive to set up.

