

Presentation Information

Session Title \_\_\_\_\_

(While cute titles are catchy, the title should tell the audience what the workshop will be about).

Length of Session \_\_\_\_\_

Brief description of presentation:

[Empty rectangular box for brief description of presentation]

Presenter experience: (Please state your training or experience that establishes your expertise on topic.)

\_\_\_\_\_  
\_\_\_\_\_

Intended Audience (check all that apply)

\_\_\_pre K-grade 2 \_\_\_grades 3-5 \_\_\_middle \_\_\_high school

Audiovisual equipment:

\_\_\_overhead projector                      \_\_\_LCD projector  
\_\_\_computer/s                                \_\_\_DVD player  
\_\_\_projector/ projection screen        \_\_\_VCR player  
\_\_\_internet connection                    \_\_\_other (please specify)

Handouts

needed \_\_\_\_\_

Goal of

session \_\_\_\_\_

Evaluation of

session \_\_\_\_\_

## Presentation Tips

### A. Planning the Presentation

1. All presentations are to follow school and safety regulations.
2. Choose **one subject** area for your presentation. You may present various aspects of the subject area.
3. Devise a **timeline**. How much time will you spend on the various aspects of the subject? Allow time for discussion and questions.
4. Determine the **behavioral objective(s)** of the presentation.
  - a. A behavioral objective is brief.
  - b. A behavioral objective states the purpose of the presentation in terms of a change in behavior that can be measured. (What can the attendee expect to be able to do as a result of coming to your presentation?)
  - c. A 60- 90 minute session should have no more than 2-3 behavioral objectives.
  - d. Behavioral objectives state the expected outcome **for the learner within the presentation period**.
  - e. Behavior objectives must be measurable.
5. Determine the **content**. **The content is the information needed to meet the behavioral objectives.**

Verbs for behavioral objectives:	Sample Content
<ul style="list-style-type: none"> <li>• Describe</li> <li>• Explain</li> <li>• Identify</li> <li>• Compare</li> <li>• Contrast</li> <li>• Define</li> <li>• List</li> <li>• Discuss</li> <li>• Recite</li> <li>• Evaluate</li> </ul>	<p><b><u>Title: Differentiation</u></b></p> <p><b>Behavioral Objective #1: Identify three ways to differentiate.</b></p> <p><b>Content:</b> 1. Content 2. Process 3. Product</p> <p><b>Behavioral Objective #2: Contrast three ways to group for differentiation.</b></p> <p><b>Content:</b> 1. Readiness 2. Interest 3. Learning Profile</p>

6. Decide how you will **evaluate** the presentation. How will you know that the attendees can do what you have set for your behavioral objective(s)? Determine assessment questions.
7. What **resources** will you provide your attendees? (Websites, books, articles, email address)
8. Are you including some kind of **follow up**?

## **B. Presenting**

1. Make sure you have all the materials and equipment you need as you head out for the presentation site.
2. Check all your equipment when you arrive at the presentation site, before you begin your presentation. Practice any demonstrations before the workshop.
3. Make sure you know where restrooms, drinking fountains, and exits are located. If no one is handling introductions, make your audience aware of restroom and exit locations.
4. **Start and end your presentation on time.**
5. Check with the audience to see what interest groups are present. If you can adapt your presentation for multiple audiences (special education, gifted education, math, etc.) try to address the needs of the participants.
6. If you have handouts, provide sufficient copies or an opportunity for attendees to download copies later.
7. Address the topic immediately. An introduction about you and any fellow presenter should take no more than two minutes.
8. Avoid simply reading from Power Point slides. *Tip: put no more than 3-4 short bullet points per page, 18 point font or larger.*
9. Try to vary the way you convey your content. Consider lectures, small group break-outs, panel or group discussions, role play, demonstrations, simulations, and hands-on sessions.

## **C. Evaluating**

1. How do you know the attendees learned what you wanted them to learn?
2. Did you stick to your guidelines?
3. What will you do differently if you present this topic again?
4. What will you do the same if you present this topic again?
5. What was interesting or unexpected for you about the presentation?