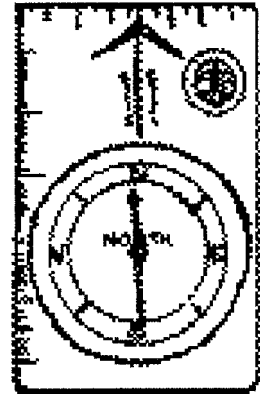


Planning And Conducting A Skills Instruction Demonstration

Planning:

- Purpose - Have a purpose beyond just that of informing.
- Audience - Who is the session aimed at? What do they already know?
- Time frame - Don't over-do the content. Stay on task.
- Goals - Have a short list of carry-away items that you definitely want the listeners to remember. Tell them what those items are. These items are what you might call your "Key Points".



Content:

- Introduction - Start out by simply stating what your discussion is to be about. Let your audience know what is coming.
- Content - Make your content relevant to the extent possible.
- Closure - Be sure to conclude by repeating your Key Points. This is what you want the audience to remember.
- Leave a few minutes for questions if you can. Encourage one-on-one questions after you are done.

Presentation:

- Speak clearly and don't rush your sentences. If you aren't going to be understood, don't bother doing the presentation.
- Have an outline in hand so you don't stray far off-topic. This will also keep you from forgetting to talk about any of your Key Points.
- Use terms that meet your general purpose and that are appropriate to your audience's experience and understanding.
- Talk 'to' your audience, not 'at' them. Involve the listeners by asking some pointed questions about one or more of your points before you tell them about it.
- Make eye contact and use individuals' names whenever possible. Make your presentation personal.
- Have a handout that the listener can take with them when the discussion is completed. Be sure the Key Points are readily identified on the handout.

