

Making Your Presentations Meaningful Workshop

Day 1 Agenda

8:00–8:30 a.m.	Registration and continental breakfast
8:30–9:00 a.m.	<ol style="list-style-type: none">1. Welcome and introductions2. Workshop overview3. Groupings and teambuilding
9:00–10:00 a.m.	<ol style="list-style-type: none">4. Quality professional development components<ul style="list-style-type: none">→ Content plans and organization→ Presentation preparation
10:00–10:15 a.m.	Break
10:15–11:30 a.m.	<ol style="list-style-type: none">5. Quality professional development components (cont'd)<ul style="list-style-type: none">→ Content plans and organization→ Presentation preparation
11:30 a.m.–12:15 p.m.	Lunch (provided)
12:15–2:00 p.m.	<ol style="list-style-type: none">6. Quality professional development components<ul style="list-style-type: none">→ Adult learners→ Dos and don'ts
2:00–2:15 p.m.	Break
2:15–3:00 p.m.	<ol style="list-style-type: none">7. Quality professional development components (cont'd)<ul style="list-style-type: none">→ Solid introductions→ The power of stories→ Humor→ Application: <i>Prepare introduction for self or content.</i>8. Reflections

Day 2 Agenda

8:00–8:30 a.m.	Continental breakfast
8:30–9:00 a.m.	1. Review goals and day 1 content
	2. Teambuilding
9:00–10:30 a.m.	3. Sharing your introductions → Practice and instructional rounds
10:00–10:15 a.m.	Break
10:15–11:30 a.m.	4. Your voice
	5. Presentation tips and techniques → Flip-card topics → PD platforms → Perspectives → Preparation → Ten effective presentation tips
11:30 a.m.–12:15 p.m.	Lunch (provided)
12:15–1:15 p.m.	6. Slide and handout design → Effective slide design → Useful handouts → Video → Permissions and copyright → Guidelines to compare and contrast work
1:15–2:15 p.m.	Break

<p>2:15–3:30 p.m.</p>	<p>6. Workshop design</p> <ul style="list-style-type: none"> → Outcomes, audience, expectations, and pitfalls → Audience size → Leadership at meetings and retreats → Short- and long-term options → Facilitation versus training <p>7. Evaluation use and reflection</p> <p>8. Send a problem</p> <ul style="list-style-type: none"> → Processing training scenarios → Tough crowds <p>9. Tips, tricks, and techniques</p> <p>10. Body language</p> <p>11. Attire</p> <p>12. Presenter tools and apps</p>
	<p>13. Travel tips</p> <ul style="list-style-type: none"> → Arrangements that don't make you crazy → Little things that matter → Helpful apps <p>14. Webinars and social media</p> <ul style="list-style-type: none"> → Technology for engagement → "Don't do" list → Application: <i>Find two examples of helpful social media use; find one example that is not helpful.</i> <p>15. Grow as a presenter</p> <ul style="list-style-type: none"> → Critical Friends—who they are and what role they serve → Observation and learning → Helpful outside sources <p>16. Reflections</p>

Agenda is subject to change.