



Dynamic Workshops Decoded



Handouts

Handout 1

QUESTIONS A PRESENTER SHOULD ASK IN DEVELOPING A SESSION

The objective of putting together a presentation includes **Informing, Motivating, and Inspiring** learners. What can be incorporated into the presentation that can promote interactivity with your audience?

1. Who is your intended audience?
2. What are the needs of your audience?
3. What do you want your participants to be able to do?
4. What are the two or three main key points that will enable the participants to take action?
5. What are your learning objectives?
6. What do we want to see happen in the session?
7. How do we get there from here?
8. What graphical elements might assist in the delivery of key information?
9. How can the experience and knowledge of the audience be pulled into the presentation to increase learning?

Handout 2

POWERPOINT HELP TOOLS

Things to Read

- ✓ Beyond Bullet Points by Cliff Atkinson. Great book that will transform the way you think about your next PowerPoint presentation.
- ✓ PowerPoint Tips & Tutorials by Ellen Finkelstein located at http://www.ellenfinkelstein.com/powerpoint_tip.html. Nice web site that has many tips on general PowerPoint usage as well as specific features.
- ✓ Presenting with PowerPoint: 10 Dos and Don'ts located at <http://www.microsoft.com/smallbusiness/resources/technology/business-software/presenting-with-powerpoint-10-dos-and-donts.aspx>. Article that highlights some general tips and reminders.

Things to View

- ✓ Avoiding Death by PowerPoint Tutorial by Dr. Karl Kapp <http://breeze.bloomu.edu/powerpointtips/>. If you only have ten minutes, view this tutorial. Dr. Kapp does a great job showing examples of poor PowerPoint slides and then transforming them into powerful learning visuals.
- ✓ Webinars Featuring Cliff Atkinson and the Beyond Bullet Points Approach http://www.sociablemedia.com/resources_webseminars.php4. If you have a little more time, view any of these brief webinars by Cliff Atkinson as he explains further the Beyond Bullet Points approach.

Topics include the following

- ✓ “The First Five Slides”
- ✓ “Transform Your PowerPoint Beyond Bullet Points”
- ✓ “How to Prevent PowerPoint Overload”
- ✓ “The PowerPoint Storyboard”

Things to Download

- ✓ Five Ways to Reduce PowerPoint Overload http://www.sociablemedia.com/PDF/atkinson_mayer_powerpoint_4_23_04.pdf
- ✓ Beyond Bullet Points – Story Template http://www.sociablemedia.com/book/story_template_feb05.doc. You can download the story template if you want to try and Beyond Bullet Points approach.

Handout 3 LIFE BEFORE POWERPOINT...



Handout 4

SESSION ACTIVITY RESOURCES

Books to Read

- ✓ Games Trainers Play by Edward Scannell and John W. Newstrom. Over a hundred different activities of all types that can be easily used in your next session, including great ice-breakers. There are other books in the series (More Games Trainers Play, Even More Games Trainers Play).
- ✓ Telling Ain't Training by Harold Stolovich. A practical and useful resource with many ideas about how to move presentations beyond "talking heads" to interactive, meaningful learning experiences.
- ✓ Active Training by Mel Silberman. A comprehensive book that outlines the steps in creating active learning experiences for adult learners.
- ✓ The Ten-Minute Trainer by Sharon Bowman. 150 different activity ideas that only take one to ten minutes to complete.

Online Resources

- ✓ 36 Interactive Lecture Techniques by the Thiagi Group.
<http://www.thiagi.com/interactive-lectures.html>. An amazing collection of simple, easy-to-use activities to engage instantly the audience to help create a more dynamic and interesting session.
- ✓ 150 Free Training Games by the Thiagi Group.
<http://www.thiagi.com/games.html>. A rich list of activities that can be adapted for use in just about any session. Lots of inspiration to be found here.
- ✓ Four Fundamental Types of Workshop Learning Activities.
http://www2.hawaii.edu/~jharris/wsc/workshop_design_strategies/four_fundamental_types.html. Interesting book excerpt describing four basic types of activities (reflecting on experience; assimilating and conceptualizing; experimenting and practicing; and planning for application) commonly found in workshop sessions.
- ✓ Ice-Breakers, Energizes, and Activities.
http://humanresources.about.com/od/icebreakers/Ice_Breakers_Energizers_and_Activities.htm#. A list of activities that can be used to help give a session a boost of energy. The length and focus of the activities can be modified to fit just about any session; these are excellent suggestions to engage the audience using a number of different approaches.

Handout 5

APPLICATION EXERCISES

Another important type of activity to include is some type of reflection activity to help improve retention and application of learning.

Remember to... Exercise

1. Instruct participants to jot down things to “remember to” do after this session (Remember to read ____, remember to call ____, etc.)
2. Invite participants to share what some “remember to” items with each other and/or the presenters.

Peer Contracts

1. Participants complete a peer contract (see sample on next page).
2. Share with one other person.
3. They can exchange contact information to check on each other’s progress after one-month.

‘But’ Out

1. Participants identify one thing they want to do and one obstacle in their way. Write in the form, “I want to ____ but ____.”
2. Now revise the sentence but replacing “but” with “and” and then identify an action to address the obstacle by starting the sentence with “so.”
3. Invite participants to share their “But Out” statements with each other and/or the presenters.

Example:

Original - I want to increase partnerships with adult education institutions, but we haven’t done much work with them in the past.

But Out Version – I want to increase partnerships with adult education institutions **and** we haven’t done much work with them in the past. **So**, I need to schedule an introductory meeting with the local Adult Education director to exchange information about each other’s services.

Peer Contract

As a result of this session, I commit to take the following actions:

1.

2.

3.

4.

Signature and Date: _____

E-mail or Phone Contact Info: _____

I will follow-up with the above person in one-month

Signature and Date: _____

E-mail or Phone Contact Info: _____

