

## **PRESENTATION PROTOCOLS**

Thanks for agreeing to share your expertise with our staff. The following is a list of ideas based on past experience and feedback from participants that will insure a good experience for both you and your audience.

1. Hand-outs on the topic are always beneficial. Participants like to follow along with the information you are presenting.
2. Do not read from your handouts rather use them as an adjunct to the information you are sharing with them.
3. Use relevant case studies to exemplify your point .
4. Make sure information presented is current.
5. Use various forms of visual aids: (overheads, power point, videos etc.)
6. When a participant asks a question repeat it for the audience.
7. Allow some time for the participants to ask questions, either during or after the presentation.
8. Arrive a few minutes before your presentation begins to make sure everything is in place: the equipment is set up to your liking, equipment is working properly etc.

If you have any questions, please contact your staff development coordinator. Thanks and Good Luck.