

# TIPS FOR A PRESENTATION OR WORKSHOP

Everyone has at least one subject that should be shared with others. Following these general guidelines will help us work up an excellent presentations and workshops.

1. Choose a topic. This is surprisingly important.
  - A. Pick a topic of interest for the group.
  - B. Pick a topic you enjoy, want to learn and want to share.
  - C. Pick a topic that can be presented in the time available.
  - D. Do you have to be an expert? NO!! Picking a topic you know nothing about but would like to learn then sharing your new-found knowledge can be very rewarding.
  
2. Make an outline
  - A. What do you want to cover?
  - B. Keep items in a logical order.
  
3. Research
  - A. Even if you are an expert in the chosen subject, you will need to do research.
  - B. If you picked a topic you know nothing about but would like to learn, good for you!! But you will have to do a lot more research. It will be worth it!!
  - C. Nowadays, Google can be very helpful as a guide, be careful using it as a resource.
  - D. For our subjects, books and magazines provide a lot of information.
  - E. Talking with others will help.
  - F. Your experience can be a great resource.
  - G. If you don't know a subject, you will have a good idea what needs to be learned.
  
4. Put together your presentation or workshop
  - A. If you are planning a presentation you may use Power Point or a Slide show.
  - B. If you are planning a workshop, remember that part of the workshop must be a presentation then plan how the hands-on work will flow.
  - C. Handouts are very important whether it is an overview, a complete compilation of the subject or something in-between.
  
5. PRACTICE!!
  - A. Practice at least to yourself, especially at first.
  - B. If possible, practice with another person.
  - C. Are things flowing in a logical order?
  
6. MOST IMPORTANT!!
  - A. Repeat 2, 3, 4, 5 and possibly 1 as needed until the presentation or workshop flows smoothly.
  - B. You will never have a "perfect" presentation. However, following these steps will give you a shot at an excellent presentation.