



Learning Activity 11-7: Presentation Skills

OBJECTIVE

The objective of this learning activity is to

- ♦ practice condensing a message to its most important elements while conducting a review of the topics covered earlier in the workshop.



MATERIALS

For this activity, you will need

- ♦ Training Instrument 12-6: Presentation Skills, one copy for each learner.



TIME

- ♦ 40 minutes

INSTRUCTIONS

1. Distribute copies of Training Instrument 12-6.
2. They will now practice the SET formula of presentation skills. That formula includes Short answer, Evidence, and a Transition statement. Each person will choose one topic and condense that answer into an elevator speech of no more than 60 seconds.
3. Participants will practice on partners in the room and make revisions based on input. At the end of the 15 minutes, each person will stand and present his or her elevator speech to the rest of the class.
4. After the presentations, conduct a debriefing discussion, using these questions.

DISCUSSION QUESTIONS FOR DEBRIEFING

- ♦ Why do you think we practiced doing a short talk instead of a long one?

- ♦ What ideas did you get from these presentations about ways to present your information effectively?
- ♦ What about this process is challenging to you?
- ♦ When do you think would be good times to use an elevator speech?