

CREATING ENGAGING INTERACTIVE PRESENTATIONS AND TRAININGS

National Clearinghouse on Abuse in Later Life



Office on Violence Against Women Abuse in Later Life Program

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As a Result of This Training, Participants Will Be Better Able to:

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- Create engaging, interactive presentations or trainings by:
 - Asking key questions: who, what, where, when, how
 - Crafting measurable learning objectives and building an agenda using various teaching methods
 - Designing PowerPoint slides that are visually appealing and accessible

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WHERE DO YOU START?

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Questions to Ask

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Key Questions: What You Need to Know?




- Who are you training?
- What do participants want to learn?
- Where will you train?
- When will you train?
- How will you train?

Questions: Who Are You Training? 


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- Discipline (other advocates, law enforcement, etc.)
 - Same or multi-disciplinary
- Likely number of participants
- Level of experience (e.g., new workers, seasoned professionals)

Questions: What do Participants Want to Learn? 

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- Awareness
- Skill
- Behavior change

Questions: Where Will You Train? 

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- Location
- Size of the space
- Configuration of the space (example, columns)
- Accessibility

Questions: When Will You Train?

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- Date
 - Are you available?
 - If training with other presenters, are they available?
 - Are there competing events?
- Is the training date tied to an event such as a conference or awareness month/day?
 - If yes, what is the theme?

Questions: How Will You Train?


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- Keynote
- Workshop at a conference
- Panel presentation
- Standalone training
- Webinar
- Roll call, lunch and learn, in-service cross-training

Questions: How Will You Train?


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- How much content can you present given the length and type of presentation?

Questions: How Will You Train? 


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- Are you the best person to give this presentation?
- What are the benefits of team teaching?
- What are the challenges?
- Who would you consider as a co-facilitator?

Questions: How Will You Train? 

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- Theater style
- Tables for small group work
- Space to move around for an interactive exercise

Questions: How Will You Train? 

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- Microphone(s)
- If using PowerPoint, projector, screen
- Speakers if using video
- Other

16 Building a Presentation or Training

Learning objectives and outline

17 Purpose and Learning Objectives

- What do we want participants to be able to think, feel or do as a result of the education?
- Make learning objectives relevant and achievable
- Use action verbs

18 Presentation Title and Description

- Concise
- Engaging
- Clear

Create an Outline

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- Build key topic blocks
- List content covered in each block
- Note time available

**Use Various Teaching Methods:
Make it Interactive**

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- Mini lecture
- Small groups with report backs
- Large group discussion
- Interactive exercises
- Videos
- Survivors lived experience

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**Creating Visually Appealing,
Accessible PowerPoint Slides**

Using PowerPoint Slides

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- Pros
 - Engaging
 - Visual interest
 - Images make teaching points
- Cons
 - Hard to read
 - Distracting
 - Off message
 - Delivery - reading or too dependent on slides

Background and Design

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Use clean, simple backgrounds to enhance readability and accessibility.


Text on PowerPoint Slides

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- Limit slides to just a few bullet points to convey teaching points.
- Don't use too many words on a slide. Long sentences with every word you want to say is hard to read and will lose your audience because by being wordy you may distract to some types of learners and try to avoid listing all your content on the slides.
- Ensure that the text is legible. Take time to test the slides to confirm that the text is **readable**. Use sufficient color contrast.
- **Don't use color as the only way to convey content.**
- **Consider if color contrast is readable**

Graphics on PowerPoint Slides

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Source: Getty Images

Animation

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- Does it enhance the teaching point?
- Or is animation a distraction?
- Access issues?

Other Access Tips

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- Create text to describe images
- Avoid automatic slide transitions
- Embed captioned videos
- Include transcripts with embedded audio
- Check accessibility on the Review Tab (Office 365)

Copyright and Credit

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- Permission to use slides, videos, and pictures
- Credit sources

Engaging Power Point Slides

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- Slide layouts
- Compelling photographs, images
- Infographics
- High-contrast color
- White space
- Videos
- Audio

Summary

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- Ask key questions including gathering information about the target audience
- Craft relevant, achievable learning objectives
- Build an outline that incorporates various teaching methods
- Consider how to use PowerPoint slides effectively

31 Staying Connected to NCALL and Other Advocates

- Sign up for our enewsletter:
<http://oi.vresp.com/?fid=03fcc93262>
- Join our listserv for advocates serving older survivors:
ncall@ncall.us
- Join us on Facebook:
www.facebook.com/ncall.us
- Join us on Twitter:
www.twitter.com/ncall_us

32 National Clearinghouse on Abuse in Later Life (NCALL)

National Clearinghouse on Abuse in Later Life, a project of End Domestic Abuse Wisconsin
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