make the most of your session:

a quick guide to help with your presentation

Practice writing three learning objectives below

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So, you'll be presenting at the Nigeria Bootcamp. Congrats! This is an excellent opportunity to share your expertise with our team in Nigeria. You want participants to walk away with a strong sense of how to incorporate what you're sharing into the formative research and to allow them to ask any questions they have about their upcoming work.

Before you even get started drafting your presentation, you'll want to think about your learning objectives for participants. At the end of the session, what are the 3 key things they need to know at the end of your session? This should be written SMARTly.

Here's an example:

By the end of the session, participants will be able to probe during an individual interview to broader their understanding of an adolescent girl's context. Or an even more specific action-oriented objective: By the end of the session, participants will have written down notes in a practice scenario illustrating the note-taking role.

go ahead, give it a try!

Use the three spaces at the top left to practice. Tip: If helpful, refer to the overall Bootcamp objectives.

Now you're ready to start penciling in the design of your session. First, take time to consider...

"get people moving on their feet"

timing. You want to be sure that you are not cramming too much info into a short presentation. We refer to this mistake as 'burden of knowledge' - when the expert does not present only the most essential info. Some of you will have sessions at lull points in the day (e.g. just after lunch). This makes it trickier to keep people engaged, but not impossible! During these times you should strive to get participants involved in your session. Throw around a toy to choose "volunteers" to answer questions, get people stretching or on their feet to read flipcharts strategically placed around the room, send participants outside of the conference room on a scavenger hunt to find members of your team who can help them. The possibilities are only limited by your creativity!

# of participants. Based on how many people are in your session, you'll need to take a few things into consideration. Ask yourself: How many smaller groups can I split them into? Do I have time for everyone to introduce themselves? Your presentation will run smoothly if these types of questions are considered carefully.

"tailor your presentation"

audience. Who is in the room and what would be most helpful for them to know at the end of your session? This can be accomplished by paying close attention to the attendee roster and the different groups present. Tailor your presentation.

Alright. Now you can start crafting your perfect session.

(Continue to page 3 to read about the usual breakdown)

1st. intro. Who are you? What team are you from? What is your role within Adolescents 360? You can also quickly ask for people to say something about themselves, but bare in mind that this may be the *5th time* someone is asking them to introduce themselves. A more creative way to do this is to ask each person to write one learning expectation for your session. Go around the room and have them say their name and their answer. This is a GREAT way to do a quick needs assessment as well.

2nd. lecturette. Notice the –ette. It means small! Keep any didactic, bad college professor lectures to a minimum otherwise people's eyes will glaze over and they'll start planning dinner in their heads rather than listening to you. If you have key info to get across, present it quickly and then immediately move into an activity where participants are *applying* that new knowledge. Which takes us to our next step…

3rd. application. **The Golden Rule of teaching adults is to use 1/3rd presentation and 2/3rds application.** This means that if you have 60 mins, 20 mins are spent talking about what you do and 40 mins are used by participants doing something with that info. There are a million and 1 ideas for how to get people to apply knowledge or skills (even for things that might not seem as naturally interactive). A complete list of ideas can be found here: http://kix.psi.org/display/cb/Adult+Learning+Techniques

Here are a few examples:

* PSI has 4 core values. Ask participants in small groups to mime each value for the larger group.

* TRaC is PSI's tool to collect data on the behavior, knowledge and attitudes of our target audience. Have participants pretend like they are writing a TRaC study. Ask them in groups of 4 to draft questions and share their best one with the group.

* IT is working on revamping PSI's MIS efforts. Split the group into 2 teams and have them do a competitive brainstorm where they list as many data points that should be included in an MIS as they can in 90 seconds.

* The Warehousing Manual was just launched. Using participant's laptops send them on a scavenger hunt of the manual to see which small group can answer all the questions first.

tap into people's natural competitiveness!

"If there's one topic of great interest to most of the group, spend more time on it"

4th. link to resources. Round out your session with reminders of who to turn to when questions/requests for support arise. Are you available for coffee during the afternoon break? Should people reach you over email? Provide this information for people on a handout that they can take home with them. This list should also include space for their own notes. Ask them to record at least one idea here of how they're going to incorporate their learning from your session once they get back on the job.

5th. and finally, stay flexible and open to feedback. If you start getting a smattering of questions, ask people to write them down and you'll respond later via email. If there's one topic of great interest to most in the group, spend more time on it than you originally planned. The A360 team will be working to collect feedback from participants. This evaluation piece (measurable results anyone?) is key to constantly improving our training efforts. This bootcamp is by no matter a small event – what with all the travel & hotel costs, not to mention the cost of time spent by participants and presenters like you away from their day jobs. We want to ensure that we're getting the biggest bang for our buck that we can! We hope these tips have helped!

Questions? Comments?

Feel free to drop us a line or give us a call

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We want to hear from you!