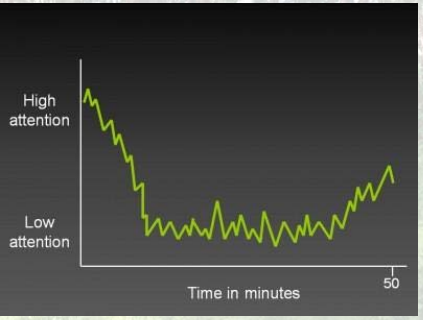


I. About Presentations

A. Learning Styles

Attention span

- How long do you have?



I. About Presentations

A. Learning Styles

Cone of Learning

- What do we remember?

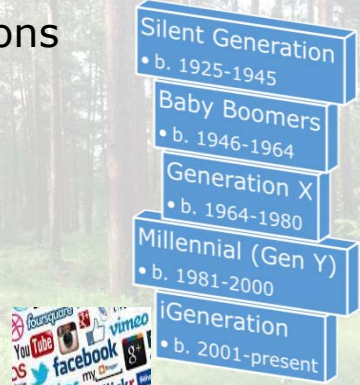


I. About Presentations

A. Learning Styles

Generational differences

- How do we like to learn?



I. About Presentations

- A. Learning Styles
- B. Top 10 Communication Skills
- C. Presentation Planning



I. About Presentations

B. Top 10 Communication Skills

1. Listening

Being a good listener is one of the best ways to be a good communicator.



I. About Presentations

B. Top 10 Communication Skills

2. Nonverbal Communication

- Your body language, eye contact, hand gestures, and tone all color the message you are trying to convey.
- A relaxed, open stance (arms open, legs relaxed), and a friendly tone will make you appear approachable, and will encourage others to speak openly with you

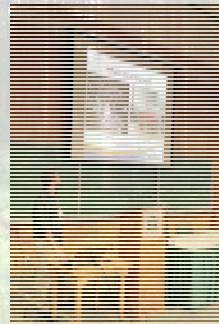


I. About Presentations

B. Top 10 Communication Skills

3. Clarity and Concision

- Be concise. Eliminate redundancy without omitting important information.
- Try to convey your message in as few words as possible.



I. About Presentations

B. Top 10 Communication Skills

4. Friendliness


- Through a friendly tone, a personal question, or simply a smile, you will encourage your audience to engage in open and honest communication with you.
- This is important in both face-to-face and written communication.



I. About Presentations
B. Top 10 Communication Skills

5. Confidence

- It is important to be confident in all of your interactions with others.
- Be sure you are always listening to and empathizing with the other person.




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I. About Presentations
B. Top 10 Communication Skills

6. Empathy

- Even when you disagree with an employer, coworker, employee, or colleague, it is important for you to understand and respect their point of view.




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I. About Presentations
B. Top 10 Communication Skills

7. Open-Mindedness

- A good communicator should enter any conversation with a flexible, open mind.




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I. About Presentations
B. Top 10 Communication Skills

8. Respect

- People will be more open to communicating with you if you convey respect for them and their ideas.
- Simple actions like using a person's **name**, making **eye contact**, and **actively listening** when a person speak will make the person feel appreciated.



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I. About Presentations

B. Top 10 Communication Skills

9. Feedback

- Being able to appropriately give and receive feedback is an important communication skill.



I. About Presentations

B. Top 10 Communication Skills

• 10. Picking the Right Medium

- An important communication skill is to simply know what form of communication to use.
- For example, some serious conversations are almost always best done in person.



I. About Presentations

A. Learning Styles

B. Top 10 Communication Skills

C. Presentation Planning



I. About Presentations

C. Presentation Planning

- A. **Who:** Know your audience
- B. **Where:** Utilize your “classroom”
- C. **When:** Consider timing
- D. **Why:** Set goals
- E. **What:** Focus on what you can convey
- F. **How:** Prepare to achieve your goals





I. About Presentations

C. Presentation Planning

A. Who: Know your audience

- Where are these individuals from? What do they value? What ideas resonate with them?
- How do they like to communicate?
- How do they like to learn? Lecture? Q&A? Examples? Hands-on activities?
- Remember: Empathy, open-mindedness, respect, friendliness







I. About Presentations

C. Presentation Planning

B. Where: Utilize your “classroom”

- Think about light, sound, seating, space, food, facilities
- Comfortable participants -> better focus on learning







I. About Presentations

C. Presentation Planning

C. When: Consider timing

- What time of day are your participants most likely to be engaged?
- How long should your presentation be to hold their attention?
- What time of year is a good fit for your program and for participants’ schedules?






I. About Presentations

C. Presentation Planning

D. Why: Set goals

- What is the change you hope to accomplish as a result of this presentation?
 - E.g. Empower foresters to communicate more effectively with live audiences
 - E.g. Increase foresters’ understanding of adult learning styles
 - E.g. Provide time to report on your “homework”

I. About Presentations

C. Presentation Planning

- E. What:** Focus on what you can convey
- What is the change you hope to accomplish as a result of this presentation?
 - E.g. Empower foresters to communicate more effectively with live audiences
 - E.g. Increase foresters' understanding of adult learning styles
 - E.g. Provide time to report on your "homework"



I. About Presentations

C. Presentation Planning

- F. How:** Prepare to achieve your goals
- Consider the Who, Where, When, What, and Why
 - Make a plan and execute it
 - Evaluate and learn from your results



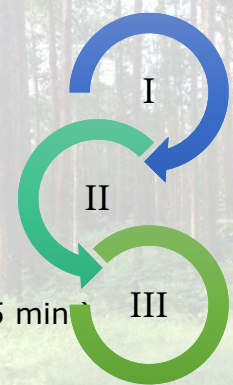
I. About Presentations

- A. Learning Styles
- B. Top 10 Communication Skills
- C. Presentation Planning



Outline

- I. About presentations (25 min.)
- II. Your presentation (20 min.)
- III. Feedback & lessons learned (15 min.)



II. Your Presentation

Exercise (20 min.)

1. Break into small groups of 4-5 (i.e. your table)
2. Choose an "audience card" for your table.
3. Each person will give a brief (up to 4 minutes) presentation on your silvicultural prescription for the stand we viewed yesterday. Tailor your presentation to the audience described on the "audience card."
4. Audience members (i.e. at your table) will play the role of the audience described on the "audience card."
5. Audience members will take notes on each presenter's style and delivery, NOT content. Do **not** share your feedback just yet.

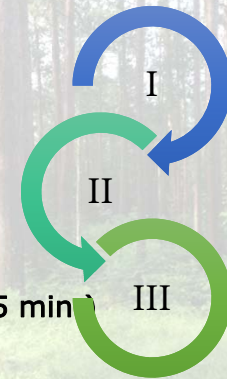


Outline

I. About presentations (25 min.)

II. Your presentation (20 min.)

III. Feedback & lessons learned (15 min.)



III. Feedback & lessons learned (15 min.)

Feedback (10 min.)

- Beginning with the first presenter, share feedback on each individual's presentation style and delivery.
- Practice empathy, respect, and friendliness!
- Be brief. Take approximately 2 minutes per person.



III. Feedback & lessons learned (15 min.)

Lessons learned (5 min.)

- Raise your hand to share with the entire class an "aha" moment, observation, or lesson learned from this exercise.



