

Communication and Platform Skills

Note Taking Guide

Role of the instructor: *Facilitate, motivate, guide, evaluate.*

"WORDS FOR AN INSTRUCTOR TO LIVE BY"

Plan

- a. Content *Objectives, subject matter, key points*
- b. Visual aids *Should support presentation*
- c. Exercises *Should support the learning*

Prepare

- a. Lesson plan *Road map/keeps you in sequence*
- b. Visual aids *Quality, well done, relevant*
- c. Practise *Physical run through with aids and equipment*

Personal

- a. Dress *Appropriate to audience, comfortable*
- b. Playthings *Jewellery, pointer, pens, money*
- c. Attitude *Positive, upbeat*
- d. Visualization *Practise in your mind*
- e. Perception *Individual, be on lookout - exercise*

Presentation

- a. Energy *Enthusiasm, positive, mean it*
- b. Style *Relax, natural*
- c. Activity *Movement, standing, sitting, rear of podium, notes, mike*
- d. Equipment *Know it, try it out, check, be prepared if fails*
- e. Handouts *Give handout when appropriate*

Presence

- a. Voice *Monotone, inflection, speed, projection*
- b. Vocabulary *Know your audience, use the right one*
- c. Pace *Method of spacing out information, get feedback*
- d. Non-verbals *Feedback, 65%, use of hands, eyes, body*
- e. Communication *Filters, barriers*

Participation

- a. Exercises *To reinforce learning, give feedback*
- b. Feedback *Positive feedback, reinforce learning, adjust presentation if necessary*
- c. Active listening *Reflection, paraphrasing, boomerang, play dumb*
- d. Giving instructions *Precise, concise, complete, all participants doing the same thing*