

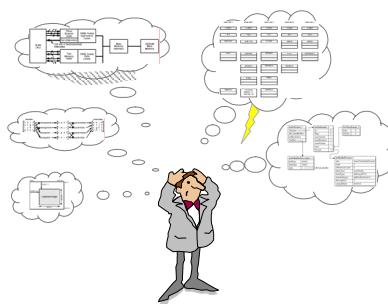
Presenting complex information

Presentation

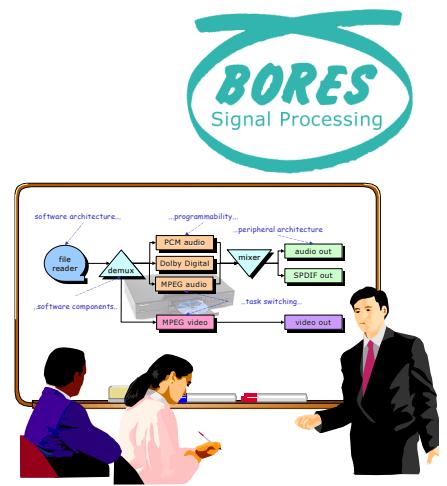
Benefits

- Present complex information
- Communicate more clearly
- Improve knowledge transfer

Improve your ability to share knowledge with co-workers and clients, by learning to prepare technical training that is effective.



Too much complexity?



Tell a simple story.

Contents

In this class we show you how to collect and organize material, and to present it in a logical narrative, so that you can share knowledge with co-worker or clients in the most effective way. The class deals with organization and logical narrative flow rather than on 'body language' or 'presentation skills'. We focus on technical complex information though the same basic principles are universally applicable.

Aims of technical training

Learn to identify and clearly state the aims of the training, and to do so in terms that can be verified.

- Message versus messenger
- Learning versus teaching
- Presenter's aims
- Student's goals
- Stating learning goals
- Identifying scope of training
- The need for context
- Logical breakdown
- Narrative flow

The teaching plan

Learn how to develop a clear and complete lesson plan.

- Clarity, simplicity, completeness
- Top-down outlines
- Horizontal narrative
- Grouping topics
- Planning the narrative flow

The narrative

Learn how a good class tells a story, and how to design the narrative flow so that the story is compelling, complete and clear.

- Teaching as story-telling
- Parallel outline, sequential plan
- Logical flow of narrative
- Presentation as a storyboard
- Identifying conceptual leaps
- The 'it is obvious' trap
- Focusing on the message
- Signposts and checkpoints
- Checking for completeness

Demos and hands-on

Learn to asses the value of demos and 'hands-on', and to use them effectively.

- Clarifying learning aims
- Planning for 'hands-on'
- Avoiding spoon-feeding
- Realistic goals for 'hands-on'
- Value of 'thought experiments'

Myths and legends

We explain why certain myths, legends and fantasies about presentation are less important than you think and suggest strategies that still work when things go wrong..

- Bad body language
- Living with nerves
- Getting over humiliation
- Focusing on the message
- The importance of really caring

Time and arrangements

This class takes 1 day.

It is presented 'on-site' by arrangement - the material can be adapted if you have specific needs (at extra cost).

Sometimes we arrange 'public' classes: schedules are posted on the Internet:

<http://www.bores.com/schedule.htm>

Anyone can do it

We think that anyone can present complex information clearly but that most people benefit from guidance to enable them to do so. Our approach is based on setting clear goals and planning for a well-organized, coherent logical flow rather than on side-issues like 'body language' or what size fonts to use.

Booking and questions

Call us by 'phone or send email to book or to ask questions.

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About us

BORES Signal Processing train managers, engineers and programmers to understand and use DSP and streaming media processing.

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