Speaker Training Day

Introduction

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Schedule

Time	Activity
9:30	Introduction
9:40	How To Explain Absolutely Anything
10:20	First run presentations
11:15	Coffee
11:35	Planning Your Presentation
12:15	How To Give Great Demos
13:00	Lunch
13:50	Preparing Your Laptop For Your Presentation
14:30	Presenting Your Presentation
15:10	Coffee
15:30	Second run presentations
16:20	Feedback on attendee presentations
17:00	Day ends

How To Explain Absolutely Anything

- How to explain absolutely anything
- Production code vs. Demonstration code
- Presentation Structure

Planning Your Presentation

- Standard Slides
- Slide Construction
- Slide Deck Strategies

How To Give Great Demos

- Start at the end
- Demonstration strategies
- Demos that cannot be performed live
- Demo Dos and Don'ts
- Understanding vs. remembering

Preparing Your Laptop

- Screen resolutions
- DPI
- Fonts and font sizes
- Selected colours

Presenting Your Presentation

- 15 minutes before the presentation
- Introducing your presentation
- Pointing and zooming tools
- Your body, your hands and you
- Questions
- Humour
- Ending the presentation

Resources

- 25 page paper on How To Give Great Presentations
  - http://www.guysmithferrier.com/Downloads/HowToGiveGreatPresentations.pdf
- 8 videos on How To Give Great Presentations
  - Choosing The Right Presentation
  - How To Explain Absolutely Anything
  - Planning Your Presentation
  - Nervousness And How To Overcome It
  - How To Give Great Demos
  - Preparing Your Laptop
  - Presenting Your Presentation
  - https://www.technicalcommunity.com