

Session Plan for Presentation on 26th July at 4pm

Title: Preparing to give a presentation on Alexander Technique to a group.

Length of presentation: 60 mins via zoom

Audience: Online Alexander Technique teachers-varying experience presenting to groups?
WIIFT-Ability to create interest, new clients and prosperity. It's how you get new students

Venue: Zoom- check PowerPoints on zoom-send to monitor 2- log in iPad.

Outcome: By the end of the presentation participants are able to use outcome and activity based presentation techniques.

Key point: Your presentation is not the content -it's the outcome that you have set.

START:	(30 secs)	I would like to affirm and acknowledge first nations people, elders past and present as the traditional custodians of these lands.
INTRO:	(30 secs)	This presentation is about preparing to give a presentation on Alexander Technique to a group. Presentations are how you get new students. Use the Techniques from today to build your practice.
Slide 2	(1mins)	Who has what experience? Show of hands. Slide 2
Think about really good presentations:	2mins	Question: What makes a presentation really powerful, effective and enjoyable from the perspective of the presenter? Achieving outcomes-getting great feedback
Planning your presentation	1	Question: How can we consistently and reliably give great presentations? Planning
Delivery strategies	1	Ask yourself- What's really enjoyable about giving presentations? Having delivery strategies gives you clear direction to achieve your outcome
Evaluation	1	How do we know that we've given a successful presentation? Let's consider evaluation methods.

Slide 3	30 secs	My Outcome
Plan your presentation (slide 4)	30 sec	Planning allows us to reliably and consistently achieve our outcomes. Let's see how
Slide 5	1 mins	Who-where-when. Explain how each element can impact on your presentation.
Slide 6	1 mins	Who is your audience? What's in it for them? Building your authority as an expert-what do they need to know about you.
Slide 7	1 mins	Resources- never rely on PowerPoints, computers and technology. They fail. Always have back up.
Slide 8	3	Developing your presentation outcome is crucial. It provides your direction, your beginning , middle and end. Your presentation outcome is everything. You must doggedly set out to achieve your outcome. SMART- Your outcome is never about the participants <i>knowing something</i> and it's never about not doing something. It is always about them being able to do something. <ul style="list-style-type: none"> • List 3 things about Alexander Technique that will help them. • Move their head and body. • Find their sit bones and rock on them.
Slide 9	1 min	Let's consider some presentation strategies. Presentation is entirely about achieving your outcome. It isn't about Alexander Technique. It's about achieving your outcome. By the end of your presentation what can your audience do?
Slide 10	1 min	Sequence your presentation into beginning middle and end. Have goals for each sequence.
Slide 11	2 mins	INTRODUCTION- TWYTT - Tell them what you are going to tell them. Let them know what your outcome is. That

		way , at the end they can check. Use Introduction to create rapport, negotiate with difficult audiences and to determine who you are presenting to if you don't know.
Main Content	2	Tell Them. This is where you impart skills and knowledge to achieve your outcome. If you have 1 hour use 40 minutes for this section. If you have 2 hours use 15 for intro 95 for content and 10 for questions and summary.
Slide 12		
Slide 13	2	Explain• Demonstrate •Imitate •Correct •Try Again
EDICT		•Summarise
Slide 14	1	Vocal modulation- Never read-Using flipcharts means you can stick the chart on the wall for the whole presentation and go back to it
Slide 15	2	Have you achieved your outcome? What tells you?
Slide 16	1	What is the difference between an outcome and a strategy
Slide 17	2	Questions and comments-why not put these last?
Slide 18	2	TTWYTT. Then Call to action. What are they going to do-right now?
Slide 19	1	Evaluation-methods of evaluation. Include self-evaluation.
Slide 20	1	Summary-Take away
Eval	What worked	
	What didn't	
	Improve	

