**Presentation Skills Instructor Guide**

**Aim of this course:**

To provide cadets (around ages 12-15 and approximately leading/senior cadets) with the skills and build confidence when delivering a 10 minute presentation, as a precursor to instructing and teaching lessons.

**Why deliver this course?**

This course is designed to allow cadets who are not very experienced with instructing an opportunity to start developing some skills and confidence before they are placed in a scenario where they will instruct. This is a course designed to be delivered before the Cadet MOI Course, and to be used to select appropriate cadets to move onto the MOI course.

**Who can deliver this course?**

Either a staff member with appropriate instructional/presentation experience or an experienced instructor cadet (deemed appropriate by WTO or Sqn OC).

**Where/when can this course be delivered?**

This course is designed to be delivered on a squadron evening and depending on the group size will take approximately 30-60 minutes to deliver. The cadets will then need subsequent time to prepare their 10 minute assessed presentation, and then an opportunity to deliver the presentation. It is suggested the cadets have at least one week to complete/practice the presentation before delivery.

**What equipment will be needed to deliver this course?**

* Projector and laptop
* Post-it-notes
* Print outs as handouts
* Note paper/pens
* Additional laptops/computers for cadets to work on if necessary

The course is designed to just use the PowerPoint (so a projector and laptop is necessary) but relies heavily on the instructor promoting active discussions through the activities. There is no ‘workbook’, but cadets can take notes if they wish. At the end of the PowerPoint are instructor resources that can be printed for the use during the session, including an example of a presentation plan. The style and delivery of the activities may be adjusted by the instructor depending on the needs of the group. Upon completion of the session, all cadets will then need to create their presentation to deliver and it may be necessary to provide them with laptops/time to work on their presentation depending on the individual scenarios.

**Guide to delivering the session:**

**Slide 2 : What is a presentation?**

A presentation is different from instructing, presentations look more at ‘giving a talk’ rather than focussing on interaction. Provide the cadets with a post it note or piece of paper and allow them to silently write an idea about what they think a presentation is. Read some of the post it notes out and compare with the definition on the board.

**Slide 3 : What makes a good presenter?**

Handout the outline of a person and allow the cadets in groups to discuss what they thing a good instructor is, annotating parts of the diagram as they go. After discussion, allow the cadets to review their answers based on the slide content.

**Slide 4: Why be a good presenter?**

Allow cadets to discuss groups using a mind map to organise their ideas why being a good presenter is advantageous. Through discussion guide their ideas towards: confidence building, life skills, precursor to instructing, communication skills, good for CV etc.

**Slide 5 Structuring a Presentation**

Discuss how to structure a presentation with the cadets, detailing the general content of each sections, and summarising the ‘tell them what you are going to tell them, tell them, then tell them again’.

**Slide 6 – Using Visual Aides**

Discuss with the cadets how they might use visual aids to improve the delivering and interest of their presentation and allow the cadets to come up with some ideas using the images as a guide. Continue the discussion by thinking of some more ways that the presentation might be enhanced and allow the cadets to be inventive (audio, costumes, demonstrations, handouts etc)

**Slide 7 – Creating a Presentation**

This slide is designed to encourage the cadets to think about the layout of their PowerPoint presentation. It doesn’t really matter about the style, just so long as it’s consistent throughout the presentation and easy to read. Provide a print out of both slides for the cadets to compare and create 5 rules of what to do, and 5 rules of what to avoid doing. If they read the content of the slides, it should provide some key pointers into creating their own rules (just to help them out a bit as they will have rarely considered how a PowerPoint should be laid out)

**Slide 8 – Preparing to Deliver a Presentation**

Continue with what to do now the presentation is planned and prepared, it needs to be practised. Highlight the important of this practice to the cadets. Continue to discuss the important of setting up the room and how important it is to check the set up of the equipment before they start (this is an assessment point on the assessment sheet)

**Slide 9 – Delivering a Presentation**

Finally, feel free to spend a lot of time on this. This activity should get the cadets comfortable trying to make a simple children’s’ story sound interesting. If possible it would be helpful for everyone to come up to the front and read their story out, but focus on cadets it would be most worthwhile for if time is a limitation. Give small amounts of feedback (a strength and something to improve) to the cadets but don’t give a massive amount of feedback, the atmosphere needs to be relaxed and build confidence.

**Slide 10 – What to watch out for**

This next slide is aimed at targeting key ‘isms’ and bad habits that can be picked up when presenting, with the best overall guide for this to simply relax, breath and take it steady.

**Slide 11 – What if…?**

The main activity for this slide is discussing different scenarios that might happen during the presentation, and to allow all cadets to consider their actions in difference scenarios. Feel free to include some that others think of/have questions about.

**Slide 12 + 13 – Preparing for Assessment**

Finally, instruct the cadets the expectations of their assessment and how to prepare for it. Give the cadets time to study the assessment criteria so they know what to prepare for and allow them some time in the session to start the ‘presentation plan’. You may wish to provide them with an example of one already completed. Allow cadets to be creative when planning and ensure the cadets know they don’t have to create a PowerPoint!