

American Burn Association

Session Development and Presentation Best Practices



Today's Topics

- Adult learning principles
- Presentation Best Practices
- PowerPoint Best Practices



Preparing your education – Motivation

Adult learning principles

- Adults need to know why they need to learn something
- Adults need to build on their experience
- Adults have a need to feel responsible for their learning
- Adults are ready to learn if training solves an immediate problem
- Adults want their training to be problem focused
- Adults learn best when motivation comes intrinsically



Presentation Best Practices



Make Your Session Relevant

- Tell stories as you're teaching – how does the point relate to what is happening in institutions?
- Be mindful of different learning styles – use appropriate visuals as you present
- Break up the information to avoid cognitive overload
- Get everyone involved
- Keep them engaged



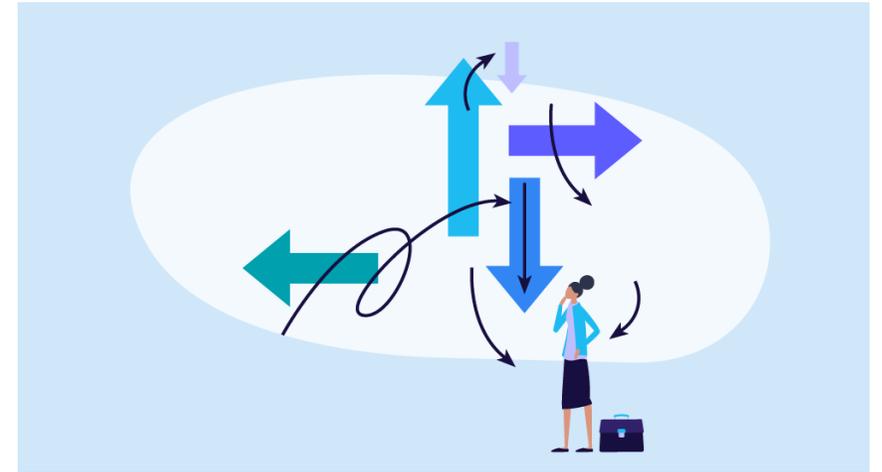
Divide Your Session Time

- The most powerful education sessions
 - Not only impart knowledge
 - Help learners absorb information with attendee participation activities.
 - Session time should be broken up
 - Didactic portion
 - Audience participation portion
 - This may be broken up throughout the session or half and half.



Scenarios/Case Studies

- Extremely important for learning
- Add examples and problems happening in the real world
- Use one or two scenarios for ongoing considerations throughout the course



Audience Participation – Small Group

- Small Group: Provides a less formal setting for peer interaction, discussion, and problem-solving
 - Ask attendees to form groups of 3-4 right there in their current seats
 - Ask them to consider a question or concept – which needs to be simple and to the point. Add the question to your PowerPoint presentation
 - Ask them to assign one person as the transcriber and one person as the presenter
 - Group work ideas: brainstorming, case studies, role plays, simulations, debates, problem-solving, peer teaching



Audience Participation Ideas

- Analyzing Case Study, Peer Review, Simulation
 - An actual problem or situation an individual or group has experienced.
 - Effectively provokes controversy and debate on issues for which definite conclusions do not exist.
- Reflection Sheet:
 - Learners spend time documenting important information while it is still fresh in their mind in a self-check or reflection or discussion groups
- Panel Discussion/Debate
 - Provides an opportunity for experts or a group of learners to present differing viewpoints
- Question/Answer
 - Faculty answers specific participant questions and apply ways to implement them in their practice



Audience Participation Ideas

- Think, Pair Share:
 - Allows learners to consider points offered by faculty and share their ideas in pairs
- Audience Response/Polling
 - Simultaneous large audience response to faculty questions (Not supported by ABA Audio Visual)
- Problem-Based Learning
 - Provides opportunities to learn through review and discussion or reflection of given problems
- Hands On Learning
 - Practicing a procedure or process (divide into groups or pairs)



PowerPoint Best Practices



Keep it Simple

- Use Words and Graphics
- Use bullet points...
 - Don't overload the slide with sentences
- Provide important information on slides but be sure to face and speak to the audience
- No need to use graphics on all slides
- Make it interesting and enjoyable for your learners

On that note...

- The only time it's ok to use a lot of text is
 - Lists of vocabulary words
 - Lists of treatment types
 - Important information that you think should be written out

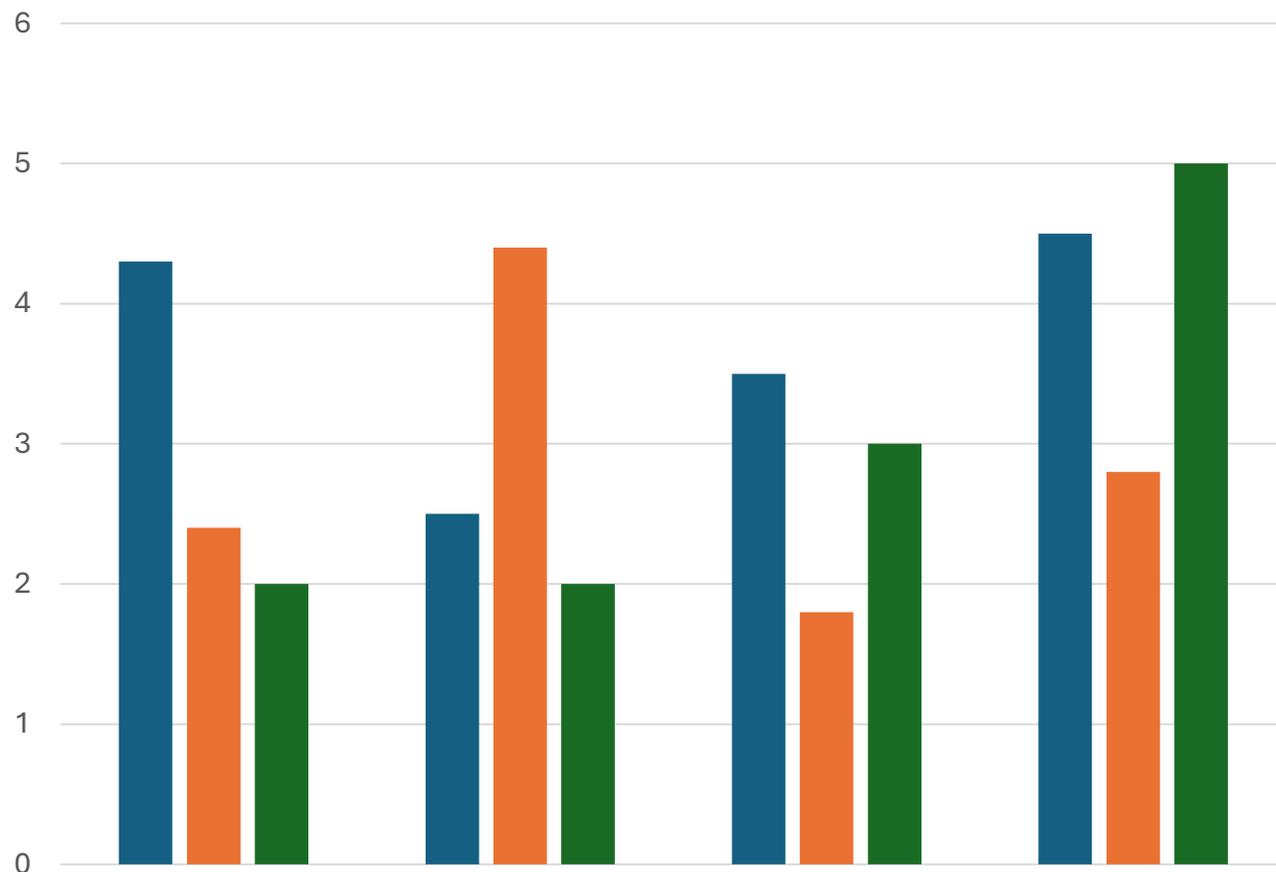
The 6x6 rule

1. Use 6 lines or bullet points or less on each slide
2. Limit each line to six words
3. This helps the learner easily read slide content
4. It's not too busy
5. Not too fussy
6. Happy learners

Use Visuals

- Graphics
- Animated gifs
- Videos

Can help to keep your audience engaged



Minimum
point size of
24 but ideally
closer to 30

To Font or Not To Font...

Use sans-serif fonts
like

- Helvetica
- Verdana
- Tahoma

Color

- Enjoy color
- Neon-bright hues can cause eye fatigue
- Compare two perspectives in split screen with contrasting colors

Use dark text on a
light background

Use light text on a
dark background

The rule of thirds

When
using a
Grid
Layout

Split the
slide into
equal thirds

...so it
appears
well-
balanced

Overall

- ABA
- Keep your slides simple
- Consider where the section breaks should be
- Use scenarios and case studies throughout
- Have an SME peer review your slides and narration



Thank You!



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