

PRESENTATION GUIDE

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WELCOME

to the ASHI Presentation Guide

To better meet the learning needs of local chapter members, ASHI has developed a series of presentations. These presentations will address various issues related to the profession of home inspection. ASHI's goal, as always, is to "provide the educational programs needed to achieve excellence in the profession and to meet the needs of our members."

This guide provides timelines and tips to help you prepare and deliver enjoyable and effective training.

Thank you for presenting this training to your local ASHI Chapter.

Thank you for presenting this training .

PREPARATION

Review Content

The most important thing you can do to prepare is to know both the content and the flow of the presentation. Images, descriptions, and slide animations can trip even the most knowledgeable presenters

Review presentation paying special attention to speaker notes, animations, and overall presentation time.

Prepare Materials

Presentation Guide

Print and download a copy of this guide to keep for easy reference.

Participant Guide

Because it is often difficult to pin down the number of attendees in advance, printing copies of the Participant's Guide may not be practical. Instead, email copies of the Participant's Guide to chapter members ahead of time. They may then choose to print the guide or access it from a tablet or computer.

PowerPoint Slides

You should print the presentation in notes view if you need printed speaker notes. Running the PowerPoint in "slideshow view" will allow you to read speaker notes on your laptop while keeping them hidden from participants. [See Appendix A for instructions.](#)

Flip Chart or Whiteboard

These can be used to "park" questions or to illustrate more complex points.

PREPARATION

Laptop

Please ensure all screen savers or backgrounds are “work appropriate.” Make sure to protect any private or proprietary information.

Digital Projector and Screen

A large TV can be used for small groups if no projector is available.

Timer

Set this timer to alert you when 50% of your time has passed so you can judge your pace.

Pens and Paper

It’s always a good idea to bring extra in case members need them.

Other

Other



HOT TIP

Download materials ahead of the meeting. Even if you’re confident that internet access will be available, it is always best to be prepared. A thumb drive works well for storing and transporting files.

PRESENTATION

WELCOME AND INTRODUCTIONS

Welcome participants to the training and introduce yourself. In smaller groups, you may choose to have members introduce themselves if the training event is separate from a regular chapter meeting.

OVERVIEW

- **Housekeeping:** Remind participants to silence their phones. You may also use this time to indicate refreshment stations, restrooms, and exits.
- **Objectives:** Introduce the topic and the goals for the session. Be sure to explain how this training will help them be more successful.
- **Estimated length:** Most presentations are designed to be delivered in 30 minutes to an hour. When reviewing the slides, please note how long it takes you to move through them at a comfortable speed.
- **Professionalism:** You are presenting to your peers and want to be seen as professional. To that end this mean keep politics, inappropriate jokes, or disparaging comments about other professions out of your session.
- **Questions:** We recommend asking participants to hold questions until designated points in the presentation. This can be a predetermined points in the presentation or at presentations end.
- **Privacy:** Remind participants that discussions, questions, and concerns are private and brought to the session for help or enlightenment. It's common practice not to share any personal concerns outside the session or with others without permission.

PRESENTATION BEST PRACTICES

SETTING UP FOR SUCCESS

Establish the rules.

Before beginning, take the time to lay down some ground rules to help the presentation run more smoothly. Keep the meeting rules simple. The goal is to keep the presentation moving forward while still encouraging participation. Here are a few rules to consider:

- Hold questions until the Q&A.
- Silence all cell phones.
- No interrupting.
- Maintain professionalism.

Maintain focus.

With a passionate group and a tight timeline, keeping the presentation on track is challenging. It's easy to get pulled onto tangents. To stay on track, try the following:

- Hold questions until a specified point in the presentation.
- Recognize hyper-specific questions and address them after the meeting.
- Pull focus back to the theme if it wanders too far off-topic.

PRESENTATION BEST PRACTICES

PRESENTING WITH CONFIDENCE

Develop a “presenter’s voice.”

You’ll need to consider how the volume, tone, and pace of your speech affect your delivery. Often, you’ll need to raise your voice to be heard, even in the back of the space. If you have a naturally soft voice, a microphone can ensure everyone hears you.

Speaking too slowly is as bad as speaking too quickly. You want to talk at a pace that keeps listeners engaged but slowly enough to ensure you’re easily understood.

Nerves can increase the use of filler words such as “um”, “actually”, and “so.” Rehearsing your presentation can boost your confidence and make you less likely to stumble and get lost in your presentation.

Don’t just read the slides.

Reading text straight from the slides does not create an engaging experience for your learners. Speaker notes are available to help provide context and guidance during the presentation. Using them in combination with your knowledge and style will create the most natural expression.

Practice, Practice, and Practice.

It may sound tedious or unnecessary, but rehearsing your presentation is essential. You can benefit from practice no matter how much you know about the subject. Practicing will familiarize you with the flow of the presentation and the transitions between slides. Rehearsing the presentation will also let you adjust pacing if you’re running over the allotted time.

PRESENTATION BEST PRACTICES

KEEPING LEARNERS ENGAGED

Encourage everyone to participate.

Some learners are more comfortable speaking up with questions or scenarios. As a result, you may find that the same people dominate the conversation. Make sure to give everyone an equal opportunity to participate.

Helpful phrase: *"I would love to hear from someone who hasn't spoken."*

Ask questions to stimulate discussion.

Sometimes, you'll find that participants are hesitant to contribute to the conversation. In those instances, asking open-ended questions about individual experiences can help stimulate participation.

Periodically summarize critical points.

Instead of summarizing only at the end of the presentation, stop at natural transitions and recap the previous segment. This allows you to catch anything you might have missed. It also gives participants who are taking notes a chance to catch up.

HANDLING DISRUPTIVE BEHAVIOR

Several behaviors can disrupt a learning environment. Having side conversations, scrolling on the phone, or being aggressive toward other participants can sidetrack a training session. When these things happen in your presentation, you must deal with them quickly and professionally.

- Schedule breaks for people to check their phones. Indicate in the housekeeping portion of the introduction where students can go if they need to take an urgent call.
- When disruptive behavior occurs, remind everyone of the ground rules established at the beginning of the training session.
- If discussions become heated, call for a break and address involved participants individually.

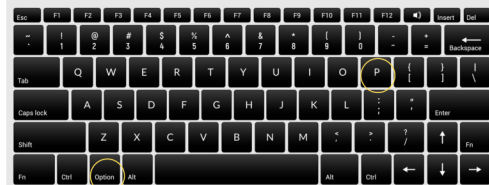
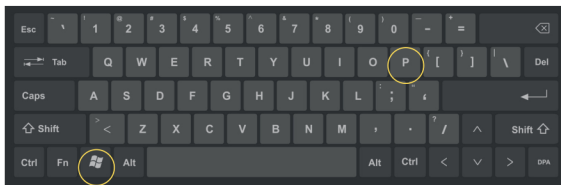
SETTING UP A PROJECTOR

USING AN EXTENDED SCREEN

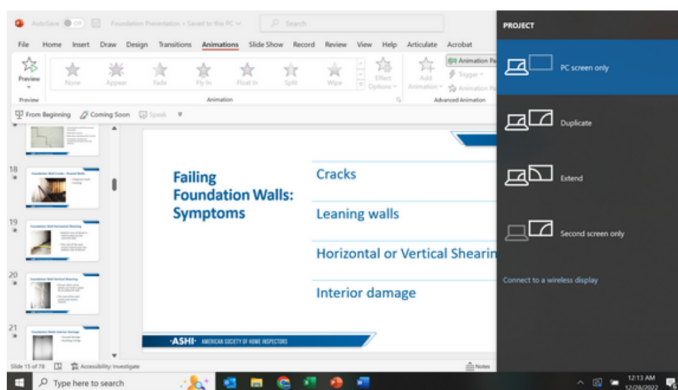
- 1 Turn off both your laptop and projector.
- 2 Connect the computer to the monitor using an **HDMI cable**.



- 3 Turn on the projector first and then the laptop.
- 4 Use the projector remote to change the **input source to “computer.”** If prompted to log into Windows, log in with your regular credentials.
- 5 To launch the multiscreen function, press the **“Windows” and “P”** keys together on a PC. On a Mac, press the **“Option” and “P”** keys together.



- 6 You'll be presented with several options, select the **“Extend”** option.

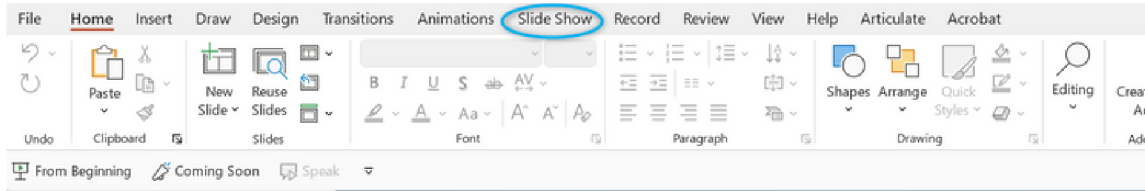


- 7 Open PowerPoint on the laptop. Once it's up, drag and drop the window onto the TV or projector display.

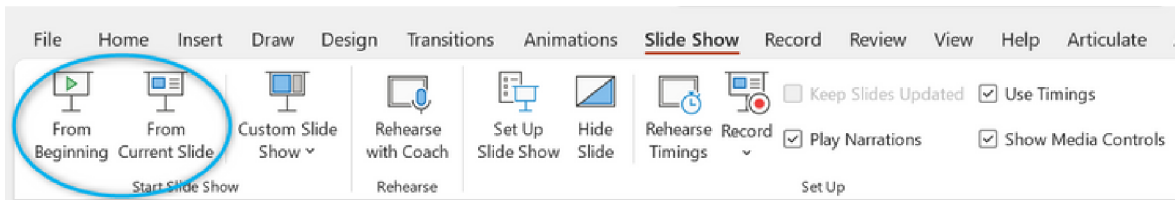
WORKING WITH POWERPOINT

USING PRESENTATION MODE

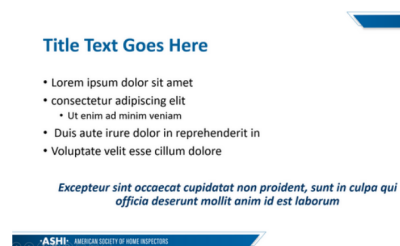
1 Click the Slide Show tab on the ribbon.



2 Select From Beginning or From Current Slide.



3 The view will change to full screen with no ribbon.

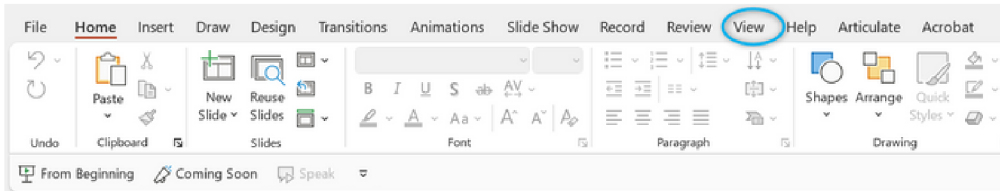


4 To return to Normal View, press the Escape (Esc) key.

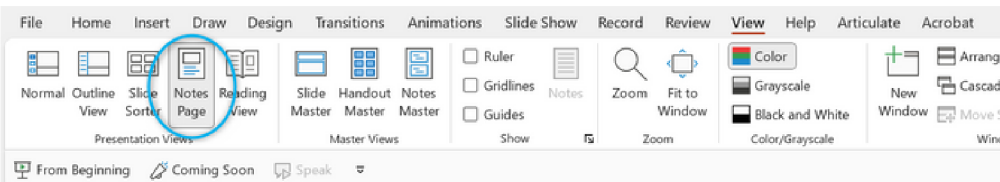


USING NOTES VIEW

1 Click "**View**" on the ribbon.



2 Select Notes Page.



3 The view will change..

4 Press "**Esc**" key to return to normal.

