



Project: Technical assistance to improve implementation of food safety standards and disease crisis preparedness

Consultation exercise:
Train-the-Trainer: Presenter behaviour

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Train-the-Trainer Course

The Presenter



Training Module 4

1. **Objectives:** Improve ability to overcome stage fever and present with assurance.
2. **Trainees:** Managers and leading experts in the departments.
3. **Key topics:**
 - Causes and symptoms of stage fever
 - Physical preparation of the trainer for the presentation.
 - Trainer formats



STAGE FEVER



- Fear of failure, to expose myself**
- Fear that I might forget “my words”**
- I am not well prepared**
- I cannot keep the attention of the trainees**
- They can ask questions which I cannot answer**
- ...**



- ❑ Trembling voice and/or hands
- ❑ Dry mouth
- ❑ Overactive gestures
- ❑ Pitch, speed of speech, unintended pauses
- ❑ Forgetting what you want to say
- ❑ “Hmmm”, “Errr”, “You know...”
- ❑ ...



TASK 1

- ❖ **Make a short presentation on the topic: “The new requirements in our field of expertise over the past few years.”**

Group work (7 minutes):

- Discuss the content of the presentation.
- Support the future presenter.

A group member will present your output (5 minutes).

Discussion: Observable symptoms of stage fever and how to avoid them (10 minutes). [Video recording and discussion of the presentation aspects.]



- Trust in yourself!**
- Focus on positive expectations of the event!**
- Meet some of the trainees before the presentation**
- Practice at home**
- Measure the time of your presentation at home**
- Just prepare!**



- ❑ Make a detailed scenario for your presentation.
- ❑ Learn by heart the first and the last minute of your presentation.
- ❑ Prepare additional notes to guide you if you get lost during the presentation.
- ❑ In a big room, select someone “to talk to him”.
- ❑ In a small room, “talk to everybody, one by one”.





GET READY!



- Go to the training room early**
- Check the equipment**
- Check the lighting**
- Check screen, tables and chairs**



Make sure you will be comfortable in front of the trainees!



- Make sure you have appropriate clothes**
- Never wear new shoes for a presentation**
- Prepare self-presentation – your expertise, your experience, tell the trainees what you want to do today**



Avoid the *Shepard Trouble*

Alan Shepard, 18.11.1923 – 21.07.1998 (1st American cosmonaut)

Make sure you have no physical inconvenience during the presentation!

Once you are on the stage, you have no time and no opportunity to deal with personal problems...





Never fight in an area where your opponent is stronger!

When somebody in the audience is asking you a question or trying to get you into a debate where you are not an expert, don't fall into the trap!

Focus on the basic issues of your presentation and leave disputes after the presentation or use appropriate techniques.



TASK 2

- ❖ **Make a short presentation on the topic: “What did we learn today and how can we apply it in our field of expertise.”**

Group work (7 minutes):

- Discuss the content of the presentation.
- Support the future presenter.

A group member will present your output (5 minutes).

Discussion: Observable symptoms of stage fever and how to avoid them (15 minutes). **[Video recording and discussion of the presentation aspects.]**



- Start with an interesting or even paradoxical fact**
- If the topic allows, start with a joke**
- Challenge their preconceptions**
- Ask a challenging question**
- Tell a personal story**



- **Sum up your main data and ideas**
- **Put forward your key message!**
- **Finish with a nice story**
- **Leave time for questions**



No presentation is SO important!