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## **Guide Lines to Preparing Presentations and Reports on Return from Courses**

The following paper suggests a procedure that could be used to assist course participant in gathering information and knowledge that is applicable to assisting them develop session plans and reports from their course.

### Teams:

The first consideration should be who is going to attend the course with you and can you work together to produce your session plans and reports.  No one person is capable of absorbing every piece of information that will be delivered in a course that may last many days, so working in Teams can add substantial quality to your future presentations and reports.

## Tasks: ❖

What is my subject that I must prepare my presentation or report on? ❖ Find out from your organization what their expectations are so you are not wasting time on gathering and preparing information that is not relevant to your sphere of responsibility.

Contact and use the course coordinator to assist you in putting together your specific information package and let them know what your responsibilities to your organization are. ❖❖ This way they will be able to assist you tailor your package of information so you can develop your presentations or reports and meet your organizational expectations.

Do not forget to gather pertinent information from all sessions and ensure you also gather references to course materials used so that you can refer back to those and expand your knowledge on the subject by extra reading.

Throughout the course you can be jotting down critical learning points that are relevant to your area of responsibility as well as gathering information to reproduce OHP slides, power point presentations, etc. ❖❖❖ You may even be

able to gather copies from your course coordinator that will assist you in your preparations.

The gathering of subject knowledge is very important to the process of reporting, and in particular if your organization requires you to make a presentation on your return. ❖❖❖ Ensure that you investigate your subject sufficiently to ensure your preparedness to answer questions on your return. ❖❖❖ Investigations should include:

- ❖ Active listening ❖ listen to all your presenters and course participants have to say and determine what is important to your presentation or report.
- ❖ Take notes ❖ ensure you make note of all relevant information when it is discussed. ❖❖ It is virtually impossible to remember every important issue discussed in a course so be prepared to take notes.
- ❖ Contribute to discussions ❖ be prepared to actively participate in course discussions. ❖❖ You will have unique experiences that all on the course will benefit from if you are prepared to share those experiences.
- ❖ Be prepared to read extra materials on subjects of interest but in particular on your subject area of responsibility. ❖❖ You will be able to get references to materials used on the course from the course coordinator as

well as using text books and the internet for gathering of further subject knowledge.

- ◆ Logical sequence ◆ Ensure when you are preparing your reports and presentations that you consider the sequence that information will be presented. ◆ Do start at the ◆ start ◆ and ideally the each piece of information presented should flow from the previous and lead on to the next relevant topic/issue/point.

### Timelines:

It is very important to consider appropriate time lines for the delivery of presentations and reports on your return from your course. ◆ ◆ Ideally all reports and presentations should be completed within two weeks of your return to ensure you can draw the maximum recall from memory and your notes you have taken will assist in this regard as well.

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