




Delivery Skills

NTC February 2010



Terminal Objective

In a simulated classroom environment, use delivery skills that meet the minimum criteria specified in the NTC Instructor Evaluation Rubric (IER).

Route

- MP1. Dealing With Nervousness
- MP2. Keys To Presentation
- Excellence
- MP3. Physical Behaviors
- MP4. Exercise

MP1. Dealing With Nervousness



Available Options

- Utilize Self Talk
- Take some deep breaths
- Practice an opening
- Appear to be calm
- Seek a friendly face
- Describe your credentials
- Laughter
- Trainees are on your side
- Everyone Deals with Nervousness


MP2. Keys To Presentation Excellence






Keys

- ❖ Be Prepared
- ❖ Incorporate Style
- ❖ Learn to Listen
- ❖ Practice



Listening



- ❖ Active listening
- ❖ Eye listening



Practice

- ◆ Videotape your presentations
- ◆ Get feedback
- ◆ Correct as needed

MP3. Physical Behaviors



“The Body Speaks”

Eye Contact



- ◆ Make eye contact but not too long
- ◆ Speak to everyone
- ◆ Try not to be mechanical

Gestures



According to Dr. Kline
“Gestures are both natural and spontaneous”

Movement



According to Dr. Kline "Effective body movement is free and purposeful"

Voice



According to Dr. Kline "A good voice has three important characteristics"



Conclusion

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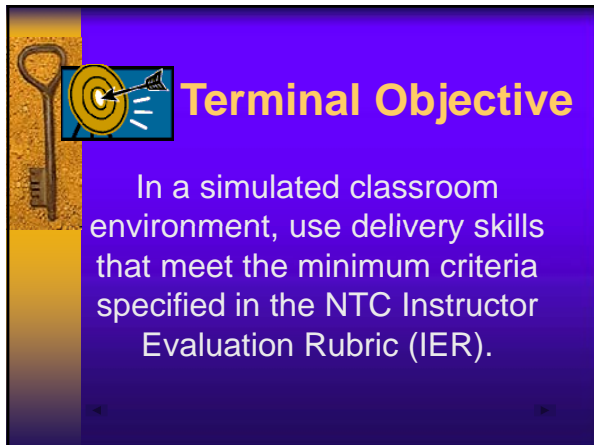
Conclusion

MP1. Dealing With Nervousness

MP2. Presentation Keys

MP3. Physical Behaviors

MP4. Exercise



Terminal Objective

In a simulated classroom environment, use delivery skills that meet the minimum criteria specified in the NTC Instructor Evaluation Rubric (IER).

Enabling Objectives

1. Identify methods for dealing with nervousness.
2. Explain how each suggested method reduces nervousness.
3. Give examples of keys to presentation excellence.
4. Explain how each key contributes to presentation excellence.
5. Describe the physical behaviors required during an effective training presentation.
6. Explain how physical behaviors contribute to an effective training presentation.
7. Describe how to use physical behaviors in a training environment.
8. Predict the impact of not using physical behaviors in the training environment.
