



Tips for workshop presenters

Before the workshop

- Make available sufficient copies of any reference materials
- Ensure sufficient handouts and trainee notes are photocopied
- Check that participants know the location, date, start and finish time for the workshop
- Check venue availability
- Check the provision of seating and room set-up
- Check equipment is in working order
- Check refreshments are available (if required)

During the workshop

- Maintain eye contact with the participants
- Avoid barriers, such as tables, between yourself and the participants
- Make sure you speak audibly and clearly
- Use a friendly tone of voice
- Use simple, direct words, avoiding jargon and abbreviations where possible
- Relax and breathe deeply
- Maintain the interest of participants by:
 - Involvement
Use participants' experience and expertise to provide examples of points you are trying to make.
 - Feedback
Check participants' understanding, attitude and feeling towards the presentation. Modify your approaches if needed.
 - Questions
Vary your questions, directing them to the group as a whole, or to particular individuals.
 - Evaluation
Provide time at the end of the workshop for participants to comment on what they have learned.