

**So You Wanna Teach A
Technology Workshop?**

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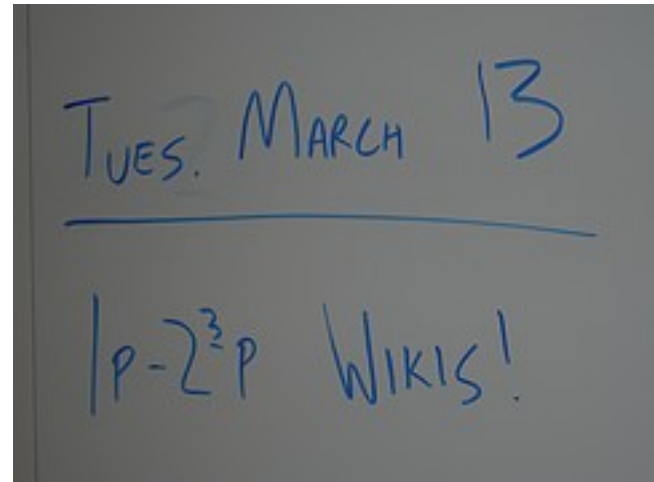
Hi there

Who am I, and why am I qualified to blather on about this topic, anyway?



What? Huh?

- Picking a topic
 - Community interest
 - Community need
 - Your interest
 - Your engagement



I've got all day! (Well . . .)

- Determining your timeframe
 - Natural constraints of schedule
 - Lots of background/context?
 - Hands-on component?
 - Sandbox time?



You want me to do what for how long?

- Breadth & depth
 - What the audience thinks they want
 - What they actually want
 - What they can absorb in one sitting
 - Goal of the session
 - Your knowledge

So what will they get out of this?

- Quantifiable Outcomes
 - Support from higher ups
 - Interest from other organizations
 - Focus your preparation
 - Drive your publicity
 - Encourage attendance
 - Inspire confidence

Develop the presentation

- Do a braindump, then refine and reorder
- Find presentations others have made
- Get the most current information possible
 - Blogs
 - Respected sources
 - Recent publications
 - Area experts
 - Reference librarians!

Develop the presentation

- Use the software
 - Go through the steps yourself
 - Take clear & precise step-by-step notes
 - Handouts
 - Go farther than you plan to in the session
 - Note where people will get stuck
- Mac alternatives
- Try multiple browsers

Wait, what am I talking about?

- Slides + talking points
 - Not a script
 - Step-by-step instructions
 - One more thing to manage
- Slides *with* talking points
 - Can walk around
 - Never lose your place

The dangers of PowerPoint

- Find pictures that are related to what you're discussing on a particular slide. Or just find clipart and make random visual jokes with it.
- Pick a color scheme that is easy to read. Don't be afraid to go with “traditional” colors.
- Make your font a decent size. If you are able to, you might try to project it up on the space you'll be using to see how it looks.
- Use your slides to illustrate your talk and act as cue cards for yourself. Don't use them to give your talk. (Ahem.)

The dangers of PowerPoint

- Lists of points
 - With things to think about
- Clean design
- Clear pictures
- Well-organized
- White space



The dangers of PowerPoint

- Do the slides need to be useful to people who aren't at your talk?
 - Handouts
 - URLs
- Number of slides
- Do you even need slides?
 - Static webpage
 - Surf the web live



The dangers of PowerPoint

- Other things to try:
 - OpenOffice.org's Impress
 - <http://www.openoffice.org/product/impress.html>
 - S5: uses XHTML, CSS and JavaScript
 - <http://meyerweb.com/eric/tools/s5/>
 - Jessamyn West's HTML thingie
 - <http://tinyurl.com/2qur25>

Pace yourself!

- How do you make sure you have just the right amount of stuff to talk about?
 - Hope for the best
 - Practice & time yourself
 - Keep some tricks up your sleeve
 - Sandbox time
 - Just end early!



Experts and n00bs in the same room

- Head it off at the pass
 - Can you predict who your audience will be?
 - Clarity in publicity
- Your tone
 - Friendly, engaging, open to conversation
 - Introduce the jargon clearly, then use it
 - Talk about current developments / issues

Experts and n00bs in the same room

- Experts
 - Offer opportunities for engagement, discussion of current issues
 - Help others keep up
 - OK to move ahead in the material (if applicable)



Experts and n00bs in the same room

- Newbies
 - Ask (frequently) if people are with you
 - Encourage them to interrupt with questions
- Body language
- Facial expressions



<http://www.flickr.com/photos/bozarth/371226632/>

404 Not Found

- Expect technical difficulties
- Scout ahead
 - Test the setup
 - Ask about known/common issues
- For the whole group, must be solved or worked around
 - Screenshots
 - Describe what they would see

404 Not Found

- One person having trouble?
 - Spend a couple of minutes trying to help
 - Switch workstations
 - Keep trying
 - Look on with someone else
 - Don't let it derail the session

OMG why did I agree to do this?!

- Bare your soul right at the beginning
 - Own your nervousness
 - Laugh at your confusion
 - Tell them you're still learning
- Pretend you are as confident as you wish you were



OMG why did I agree to do this?!

- Get there early, chat with people
- Picture them naked, etc.
- Breathe
- Slow down
- They know less than you!
- Let the experts help

Presentation Persona

Eyes, hair, mouth, figure
Dress, voice, style, movement
--*“Rainbow High,” Evita*

- Channel someone you admire
- Dress for success
- Be your best self
- Speaking voice
- Dumb jokes

Random Tips

- Don't wait until the last minute
- Encourage questions
- Solicit questions
- Provide resources
- Provide your contact info
- Can they download the information?
- Get feedback – surveys are good

Sample closing slide

Thank you!

Download this presentation
<http://web.simmons.edu/~cody1>

Follow up questions?
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