



**You must print out your own course materials!** None will be available at the class. Click on the link below to access:

[www.tchpeducation.com/coursebooks/coursebooks\\_main.htm](http://www.tchpeducation.com/coursebooks/coursebooks_main.htm)

If the link does not work, copy and paste the link (web page address) into your internet browser. Available 1 week prior to class.

## Present Like a Pro: Holding Your Own in Front of a Group

April 27<sup>th</sup>, 2018

7:30 a.m. - 4:00 p.m.

Minneapolis VA Health Care System:  
Room 4U-109 (in Medical Library)

### Description/Learning Outcomes

Part of having a poised and professional image is being able to present information in a clear, coherent manner in front of a group of people. The learning outcome is to improve the learner's ability to:

- Develop a well-designed presentation using adult learning principles
- Select and utilize a variety of teaching strategies to get their message across more effectively
- Deliver a polished presentation using basic PowerPoint

Be prepared -- at the end of the day, you'll actually get to try out your new knowledge by presenting to a small group!

### Target audience

This class was designed for those new to giving presentations and those looking to expand or refine their presentations.

### Schedule

7:30 - 7:45 a.m.	<b>Registration</b>	
7:45 - 8:45 a.m.	Introduction to the Basics	Linda Checky
8:45 - 9:00 a.m.	<b>Break</b>	
9:00 - 10:30 a.m.	Preparing for Your Presentation	Lynn Duane
10:30- 12 noon	Strategies to Get Your Message Across	Lynn Duane
12:00- 12:45 p.m.	<b>Lunch</b>	
12:45- 2:00 p.m.	Audiovisuals	Linda Checky
2:00 - 2:15 p.m.	<b>Break</b>	
2:15 - 4:00 p.m.	It's Show Time! Presenting and Evaluating	Linda Checky

### Contact Hours

For attending this class, you are eligible to receive:	<p><b>7.00 contact hours</b></p> <p><b>Criteria for successful completion:</b> All participants must attend the program and complete an online evaluation form to receive contact hours. Note that you must attend the ENTIRE activity to receive contact hours.</p> <p>The Twin Cities Health Professionals Education Consortium is an approved provider of continuing nursing education by the Wisconsin Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.</p>
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### Please Read!

- Check the attached map for directions to the class and assistance with parking.
- Certificates of attendance will be emailed to class participants once the online evaluation is completed.
- You should dress in layers to accommodate fluctuations in room temperature.
- Food, beverages, and parking costs are your responsibility.
- If you are unable to attend after registering, please notify the Education Department at your hospital or TCHP at 612-873-2225.
- In the case of bad weather, call the TCHP office at 612-873-2225 and check the answering message to see if a class has been cancelled. If a class has been cancelled, the message will be posted by 5:30 a.m. on the day of the program.
- More complete class information is available on the TCHP website at [www.tchpeducation.com](http://www.tchpeducation.com).