



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

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**
October 4th, 2018
7:30 a.m. - 4:00 p.m.
Hennepin County Medical Center—
Room BL-112/114

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. | Registration | |
| 7:45 - 8:45 a.m. | Introduction to the Basics | Linda Checky |
| 8:45 - 9:00 a.m. | Break | |
| 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. | Lunch | |
| 12:45- 2:00 p.m. | Audiovisuals | Linda Checky |
| 2:00 - 2:15 p.m. | Break | |
| 2:15 - 4:00 p.m. | It's Show Time! Presenting and Evaluating | Linda Checky |

Contact Hours

| | |
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| For attending this class, you are eligible to receive: | <p>7.00 contact hours</p> <p>Criteria for successful completion: 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.

Finding HCMC Blue Building Lower Level Room BL.112 and/or BL.114
900 South 8th Street, Minneapolis, MN 55404 (Blue Building)
Corner of South 9th Street and Chicago Ave. for Parking—can enter ramp from 8th or 9th

Finding the classroom from Outside the Building:

Enter the main entrance of HCMC "B" (Blue) building from South 8th Street (directly across the street from the Parkside Professional Building). Once inside the door, take a right and head towards the information desk. Turn left and go past the gift shop and coffee stand to the open stairway on your right. Take the stairs to the lower level. Rooms BL.112/114 will be straight in front of you.

***Finding the classroom from the Hospital Parking 2 Ramp:**

Take the ramp elevators to the lower level. Follow the signs to the hospital. Follow the hallway to the stairway and vending machines. Rooms BL.112/114 will be on your left, across from the vending machines.

Driving Directions to HCMC:

From the Northeast:

Take 35W south to Exit 17C (Washington Avenue). Turn right onto Washington. Follow Washington Avenue to Chicago Avenue and turn left. Take a left onto 9th street. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevator to the lower level and follow the instructions above.*

From the Northwest: Take I-94 east to exit 230 (4th Street). Follow 4th Street through downtown to Chicago Avenue and turn right onto Chicago Avenue. Follow Chicago to 9th Street and turn left. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevators to the lower level and follow the instructions above.*

From the East: Take I-94 W to exit 234B (7th Street). Follow 7th Street and turn left on Chicago Avenue. Follow Chicago to 9th Street and turn left. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevators to the lower level and follow the instructions above.*

From the South: All downtown exits are closed from northbound 35W. Consult www.mndot.gov/35w94 for information about closures and alternate routes. Park in the Hospital Parking 2 Ramp; entrances off of 8th or 9th Street. Take the ramp elevators to the lower level and follow the directions above.*

From the West: Take 394 east to exit 9B (6th Street). Follow 6th Street to Chicago Avenue; turn right onto Chicago. Take Chicago Avenue to 9th Street and turn left. Turn left again to enter the Hospital Parking 2 Ramp. Take the ramp elevators to the lower level and follow the directions on the previous page.*

Public transportation is another option for getting downtown. For bus schedules and information, go to www.metrotransit.org. **Light Rail Transit to HCMC:** Exit at the US Bank Stadium Station. Walk south west down Kirby Pucket Place until it becomes Chicago Ave. Turn left on 8th St. and enter Blue Building on you Left. See Lower Level Map attached for location of BL.112/114.

Parking:

There are various options for parking around HCMC, but we suggest you park in the Hospital Parking 2 Ramp (see HCMC Campus Map). Directions and maps guide you to and from this ramp. Meters are available around the hospital and vary in price. Check www.mplsarking.com for rates.

Parking rates are subject to change without notice. The program coordinator will have a limited number of discount coupons for the Hospital Parking 2 Ramp available for \$7.00. You must pay with cash or check in the exact amount for the discount coupon—change is not available.



HennepinHealthcare

HCMC CAMPUS



LEGEND



Entrance



Parking Entrance



Visitor Parking



Valet Parking



Cafeteria



Metro Transit

LOWER LEVEL

