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# TrainingFocus

## Training / TA / Disability Inclusion

**FEBRUARY 2014**

The monthly *TrainingFocus* provides Nebraska National Service leadership with informational tips and resources on topics pertaining to training, professional development, technical assistance and disability inclusion.



### Avoid the Center of the Circle

When you facilitate a group, do you find yourself standing in the center of the circle? Have you ever given a set of directions to the group while standing in the middle, only to have half of the group not understand or hear what you said because your back was to them?

There is a very simple solution to this: include yourself as a part of



the circle! This way, everyone can see you and hear you. It sounds very elementary, but this one step can make the process much easier for both you and your participants.

With this simple step of including yourself as a part of the circle, it creates a space for everyone to hear you and see what you are doing. Problem solved!

(Source: Training Wheels, Jan. 2014 Issue)

### TRAINING SPOTLIGHT...

According to speaking consultant Lilyan Wilder (1999), two of the greatest myths about delivering oral presentations are that you're better off "winging it" and that good speakers are "naturals."

In order to give an effective presentation, it is necessary to prepare and practice, practice, practice. Despite the need to prepare, one of your goals still should be to sound spontaneous and comfortable while delivering your message in a clear, organized, and stimulating fashion.

Therefore, this month's spotlight is on **Giving Effective Presentations**. The self-directed learning activity offered, *"Steps for Planning and Preparing an Effective Presentation"* is designed to provide tips and techniques that individuals can use immediately and refer to when planning a presentation now or in the future.

In order to give an effective presentation, it is necessary to:

- **Plan**
- **Prepare**
- **Practice, Practice, Practice and**
- **Present**

### To Access the Presentation Activity go to:

[http://www.serve.nebraska.gov/training/training\\_focus.html](http://www.serve.nebraska.gov/training/training_focus.html).

• **Steps for Planning and Preparing an Effective Presentation** – Resources included:

- **Learning Activity** – Steps for Planning and Preparing an Effective Presentation
- **Resource** – Harvard Business Review article: How to Give a Killer Presentation by Chris Anderson, Lessons from TED, June 2013

### Additional Member Training & Development Resources:

For more information and resources on Member Training and Development, visit, <https://www.nationalserviceresources.gov/about>.



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### **MEMBER CORNER**

#### **10 Quick Tips for Effective Presentations**

Presenting information clearly and effectively is a key skill to get your message or opinion across and, today, presentation skills are required in almost every field.

- 1. Talk naturally to your audience**—although it may be appropriate to read short passages avoid reading from a script for the majority of your presentation.
- 2. Stand**, rather than sit, and move around a little – but avoid pacing backwards and forwards like a trapped animal.
- 3. Vary the tone, pitch and volume** of your voice to add emphasis and maintain the audience’s interest.
- 4. Make eye contact with your audience.** Do not stare at your feet, or the podium and avoid looking directly at any one person for more than a few seconds, gain eye contact with the individual members of the audience.
- 5. Use visual aids where appropriate,** Visual aids should help to illustrate and strengthen your points not be a distraction from what you are saying.
- 6. Rehearse your talk and check your timing.** Always aim to finish your talk in time remembering to allow time for questions if appropriate.
- 7. Prepare and structure your presentation carefully.** Introduce the subject – tell the audience what your talk is about. Explain the points you wish to convey. End with a summary of your points.
- 8. Stay focused throughout your presentation** – avoid irrelevance and unnecessary detail.
- 9. Learn to channel any nervous energy,** relax but stay alert.
- 10. Answer any questions as honestly and concisely as you can.** If you don’t know the answer then say so and offer to provide information at a later date.

### **TA-TECHNICAL ASSISTANCE...**

- **Continuing: Grants Management Basics in bite-sized pieces!**  
**Lesson #2: Allowable Costs** MyFedTrainer.com is the provider of a seven lesson free multi-media series to assist Grants Professionals in recognizing and avoiding the most common areas of non-compliance and audit findings. **Lesson 2** shows you an easy way to remember the five criteria for allowable grant spending.
- **Grantee Central** – ServeNebraska has consolidated resources to help you manage your program, <http://www.serve.nebraska.gov/grantee/grantee.htm>.

### **CHECK IT OUT...**

- **AmeriCorps20 Toolkit: Get Involved!**  
Yes, we highlighted this last month... however as the 20<sup>th</sup> Anniversary celebration moves on more resources are being added. Look again...  
<http://www.nationalservice.gov/programs/ameriCorps/ameriCorps20/resources/engagement-toolkit>
- **Sharing Your National Service Story – A Guide to Working with the Media:**  
Practical guidance to all involved in national service on successfully sharing your story.  
[http://www.nationalservice.gov/pdf/Media\\_Guide.pdf](http://www.nationalservice.gov/pdf/Media_Guide.pdf)
- **Making a Difference for Generations Impact Guide:** Though developed for Senior Corps Week, this guide contains timeless tips for all in sharing the value of their service.  
<http://www.nationalservice.gov/sites/default/files/documents/SeniorCorpsWeekImpactGuide.pdf>
- **“Stories of Self” vs. Tales of Impact:** In describing service do you focus too much on the individual benefit to you as opposed to impact on the community?  
[http://www.servicenation.org/stop\\_telling\\_your\\_story\\_of\\_self](http://www.servicenation.org/stop_telling_your_story_of_self)

### **UPCOMING EVENTS...**

- **First Lady’s Outstanding Community Service Awards – (Deadline February 15)**  
Download a nomination form at:  
[http://www.serve.nebraska.gov/awards/awards\\_first\\_lady.htm](http://www.serve.nebraska.gov/awards/awards_first_lady.htm)
- **Governor’s Points of Light Nomination Deadline – (March 15 )**
- **Mayor’s Day of Recognition for National Service (April 1)**
- **Global Youth Service Day (April 11-13)**
- **ServeNebraska Week (April 20-26)**
- **Symposium: Celebration of Service (May 8) – Center for People in Need, Lincoln**