HOW TO CREATE AND LEAD ENGAGING PRESENTATIONS
This session will cover the creation and development of a training system (Teams Tips) in The Office of Information Technology and lessons learned through the process that can enhance how all areas present and connect with their audiences.

OBF PROFESSIONAL DEVELOPMENT | AGENDA

DEVELOPING TEAMS TIPS
- What data points are used to create content?
- How do you gather audience feedback?
- Which collaborations promote visibility?

CULTIVATING CONTENT
- What information should be included to streamlined content?
- What are common PowerPoint mistakes?
- Is there an "easy" button?

TECHNICAL TOOLS
- What technology can be used to engage a virtual audience?
- How often should you vary using those tools?
- What if I'm "not good at technology?"

PRESENTATION PERFORMANCE
- Why do the following matter: Authenticity, Accessibility, and Asking Questions?
- What are best practices for presenting in a hybrid environment?

CONTINGENCY PLANNING
- How to adjust when things go wrong?
- What actions can be done in advance to anticipate issues?