

Ned Potter on Presentation Skills for Special Librarians

Termin: 30. September u. 01. Oktober 2021, jeweils 10:00 bis 13:00 Uhr

Ort: online

Veranstalter: Initiative Fortbildung für wissenschaftliche Spezialbibliotheken und verwandte Einrichtungen e.V., in Zusammenarbeit mit der Arbeitsgemeinschaft der Spezialbibliotheken e.V. (ASpB)

Ned Potter, den wir bereits im vorigen Jahr eingeladen hatten, ist mit seinem Thema heute gefragter, denn je: Präsentationen werden auch für virtuelle Meetings erstellt, wie sie mehr und mehr zu unserem Berufsalltag gehören. Sie spielen z.B. für interne Schulungen aller Art eine große Rolle; sie sind bei der gesamten FAMI-Ausbildung, die weitgehend ebenfalls online stattfinden muss, nicht mehr wegzudenken. Auch zu den jeweiligen Themen unserer fachlichen online-Treffen werden zur Einführung immer wieder Präsentationen vorbereitet. Und, ganz aktuell: selbst, wenn alle Mitarbeiterinnen und Mitarbeiter vor Ort sein können – im Moment werden Sitzungen und Ausbildung oft gern im Online-Format „präsentiert“, weil auf die Maske verzichtet werden darf, oder weil keine Rücksicht auf die Raumgröße genommen werden muss.

Unsere Veranstaltung findet in englischer Sprache statt – zur Einstimmung hier ihre Beschreibung ebenfalls auf Englisch:

Workshop description:

The aim of these workshops is to build confidence and be able to produce amazing looking but, crucially, effective presentations, in a variety of styles depending on how important the presentation is and how much time you have.

Everything in this hands-on training is based on the research into multimedia communication, and how to get your key messages to stay in the minds of your audience: how to make your message stick. No gimmicks, just achievable ideas and techniques which work.

For this workshop the participants need a laptop or PC to work at. (It would be possible with a tablet but a laptop is definitely better.) Participants will have to let us know in advance whether it's Office 2010, 2013 or 2016 they work with to be able to make sure the screenshots in the instructions are correct.

Programme

Thursday, September 30, 2021

In this first half-day, we'll look at some of the best alternatives to PowerPoint. We will have to take time to learn about and try **Sway**, a free tool that allows you to create interactive reports and online guides, as well as more traditional presentations. We'll try out **Menti** and **Kahoot**, two quizzing tools which allow your audience to interact with you as a presenter. We will cover when and when not to use them, and how to use them most effectively.

We will also have time to try **Prezi**, the zooming presentation software which, when used well, can provide very impressive presentations without a long period of time required to create them. Finally we'll look at the useful Q&A feature in **Google Slides** which allows your audience to ask you questions via their devices, at any time during your presentation.

Friday, October 1st, 2021

On day 2 we'll cover the golden rules of creating presentations, and we'll look at where to find amazing images and even videos, without breaking copyright laws or spending any money. We'll have hands-on time to create **PowerPoint** Presentations in three different styles; these three styles vary in complexity and flexibility so you can choose which to use for a given presentation. We'll look at the differences between creating a presentation and creating teaching materials, and we'll also discuss creating truly accessible presentations, for example when presenting to audiences with visually impaired members.

The final section of the day centres around presenting itself: speaking to an audience, researching presentations, delivering talks and teaching, and conquering nerves.

With breaks!

Trainer bio:

Ned Potter is an Academic Liaison Librarian at the University of York, and a Trainer for various organisations including the Bodleian and the British Library. He has given presentations across the UK, as well as in New Zealand, Australia and South Africa. Ned's PowerPoint slides have been viewed over 1.5 million times on Slideshare

His book *The Library Marketing Toolkit* was published by Facet in 2012. Ned can be found online at ned-potter.com and on Twitter at [@ned_potter](https://twitter.com/ned_potter).

Feedback from previous versions of this workshop:

"I've been to many, many workshops + seminars and this was by far the best - interesting, engaging and very useful. Thank you!" UKeIG, London

"I would definitely offer it to other colleagues as I feel the techniques covered are ones that could be practically incorporated into working practice i.e. they're not just a gimmick to do once to show you've attended the workshop, but something that you can build in to your presentations to continue that search for best practice and therefore better experience for attendees – whether they're students, staff, or members of the public." LIEM, Leicester

"Powerpointsession was excellent – very useful. Presenting skills section also very good. Excellent presenter! (Thank you for not making me present on the spot!)" CPD25, London

"Fantastic course, wonderful trainer. One of the best training sessions I have ever been on! Presentation and pace was perfect with plenty of time to try things out." Bodleian Libraries, Oxford University

"I was not expecting to find this course interesting, as I despise bullet points and whitebackground PowerPoint presentations that make my eyes hurt, but this was the exact opposite. It has actually made me look forward to practicing the skills I learned, and doing presentations. The instructor was excellent and his advice was spot on!" British Library, London

"Ned is an expert and an engaging speaker. Very supportive atmosphere for learning. I've looked at Ned's material online but it was great to have him explain it. Very, very relevant and a big help in my day-to-day work. Thank you Ned!" CILIP North West, Liverpool

"I will definitely become a better presenter it was a really worthwhile training event. 10/10" NHS Leeds

"I found this session very useful indeed and will be using all the tips to help improve my presentation skills. For me it was the perfect balance of information, activity, and experimentation. Hugely enjoyable, when are you coming back??" Open University, Milton Keynes

"The best training I have ever been on." Bodleian Libraries, Oxford University

Teilnehmerzahl: max. 12 Personen

Kostenbeitrag: early bird-Tarif (bei Anmeldung bis zum 16. September d.J.)
EURO 140,--; ASpB-Mitglieder zahlen EURO 90,--.
Nach diesem Termin: EURO 175,--; ASpB-Mitglieder zahlen EURO 125,--
(bitte Mitgliedsnummer bei der Anmeldung angeben)

Anmeldung: mit Angabe der Rechnungsadresse bei Evelin Morgenstern –
Initiative Fortbildung ... e.V. –
morgenstern@initiativefortbildung.de - www.initiativefortbildung.de