Preparing Your Presentation

Who are your learners?

> Become familiar with the content that is being taught before and after your session. Go to the **Objectives Link of One45**. View the courses offered that year, the modules within your course, and the sessions within your module. To view the objectives for sessions preceding and coming after your session, click on the session title and then click on "objectives".

> Consider the level of the students (e.g. 1st year vs 4th year). Think about what is most essential for students to learn at this level within the scope of your objectives. We are trying to focus on "teaching less, better" to help students learn core concepts well, recognizing that they will revisit most topics again during their training.

Consider active learning strategies.

> Active learning leads to better understanding and retention. Read more on **Active Learning**.

Prepare your presentation (Well Ahead of Time!):

> Student routinely like to take notes on PowerPoint slides, and benefit from having these posted in advance of your session. Best practices for slides are to:
>
> - Use a white background on slides to facilitate printing notes
> - Use a modifiable format for handouts (e.g. PowerPoint or Word, not PDF)
> - Submit your slides/handouts at least 48 hr in advance of your session to you Course Administrator for posting to One45.

> If using PowerPoint, there is no simple rule for the number of slides per minute. However if a presenter is using > 1 slide per minute, then students are likely experiencing information overload. **Read more** on effective PowerPoint presentations.

> If assigning pre-reading or other preparation, please ensure pre-reading is focused, specific directions are given (e.g. references, links, page numbers) and the amount of time estimated for pre-reading is indicated.   Please send instructions on required pre-reading to your Course Administrator at least 1 week ahead of your session for distribution to students.

Read the CoM Learning Management Guidelines for more useful tips!