

OAKLAND UNIVERSITY
DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

HRD 3330

Presentation and Facilitation

CRN 13134
Winter Semester 2018
Wednesdays - 6:30 pm to 9:50 pm
Pawley Hall > Room 202



This course provides the knowledge and skills for facilitating and delivering professional presentations in various human resource development and training settings. Students will learn how to present trainings and presentations and to successfully facilitate group meetings. This course focuses on the communications process, audience analysis, research and preparation of content, selection of appropriate support materials and delivery, or facilitation, of professional presentations and meetings.

Instructor: **Charles Chill**
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Course Syllabus

Class Policies

1. Quizzes will be in the first 10 minutes of class. If a student is late for class, or does not attend class, he/she is not allowed to make up the quiz, under any circumstances.
2. If a class is missed on an assignment due date, the assignment will still be due at the time noted in the syllabus - No exceptions.
3. Each student is responsible for obtaining the notes and handouts for the missed class - the instructor will not keep them.
4. It is the student's responsibility to contact the instructor should the university be closed due to inclement weather for instructions on assignments and course work.

Students with Disabilities

Anyone who has a disability that may require some modification of seating, testing, or other class requirements should see me after the first class session so that reasonable accommodations may be made. Only those learners for whom I have received special documentation from the university are eligible for special arrangements.

Academic Conduct Policy

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and thereby seeking a grade that is not actually earned. Students are advised to read the entire Oakland University Academic Policy on Academic Conduct of Undergraduate Students available in the current Undergraduate Catalog.

Course Goals

The goals of this course are to:

- Define adult learning and communication theories.
- Describe the systematic approach to planning and delivering effective presentations.
- Apply a systematic approach to effective facilitation.

Course Objectives

Upon completion of this course, students will be able to:

- Define presentation and facilitation.
- Recall the difference between presentations and facilitations.
- Describe adult learning principles and how they affect presentations and facilitations.
- Describe communication theory and how it affects presentations and facilitations.
- Utilize interactive learning to add variety to presentations and facilitations.
- Select appropriate instructional media for presentations and facilitations.
- Deliver an effective presentation.
- Facilitate an effective group meeting.
- Create and utilize all materials for an effective presentation or facilitation meeting.
- Develop appropriate evaluation tools used to evaluate presentations and facilitations.
- Apply tools and techniques to effectively present and facilitate instruction.

Course Prerequisite(s)

None

Text Books

- Rosonia, R.J. (2003) Presentation Basics. Alexandria, VA: ASTD Publications
- McCain, D.V. & Tobey, D.D. (2004) Facilitation Basics. Alexandria VA: ASTD Publications

Evaluation

1. Assignment sheets are provided for each task. In addition to the criteria presented on the assignment sheets, the following general criteria will be used for grading.
2. All assignment materials must demonstrate appropriate communication skills (e.g., correct spelling, punctuation, and grammar).
3. Assignments are due on the correct date (no exceptions).
4. Students are expected to attend each session. A sign-in sheet will be circulated.
5. Students are responsible for all course content. Final grades will be based on work submitted by the final class session.

Assignments & Grading

Presentation 1	5 points
Presentation 2	10 points
Facilitation of Training	25 points
Exam 1	15 points
Exam 2	15 points
Quizzes (5 pts. each)	25 points
<u>In Class Participation</u>	<u>5 points</u>
TOTAL	100 points

Course Schedule

Date	Topic	Assignment(s) Due	Reading
1/3	Course Overview	N/A	N/A
1/10	1. Presentation: A Critical Skill 2. Being Prepared to Succeed 3. Getting Ready to Deliver Your Presentation	Presentation 1 Topic for Presentation 2	PB: Ch. 1, 2, 3
1/17	6. Choosing and Using Audiovisuals 7. When Things Go Wrong 8. Improving Your Skills	Outline for Presentation 2	PB: Ch. 6, 7, 8
1/24	Presentation 2	Presentation 2	N/A
1/31	Exam 1 on <i>Presentation Basics</i>	Exam 1	N/A
2/7	1. Introduction 2. Learning Facilitation 3. Learner and Facilitator	Topic for Facilitation Assignment	FB: Ch. 1, 2, 3
2/14	4. Getting Started 5. Facilitating Learning Activities 6. Facilitation Techniques	Outline for Facilitation Assignment	FB: Ch. 4, 5, 6
2/21	Winter Recess – NO CLASS	N/A	N/A
2/28	7. Managing Difficult Participants 8. Using Media to Support Learning 9. Assessing Facilitation Quality Facilitation Assignments	Facilitations	FB: Ch. 7, 8, 9
3/7	Facilitation Assignments	Facilitations, cont'd	N/A
3/14	Exam 2 on <i>Facilitation Basics</i> Facilitation Assignments	Exam 2 Facilitations, cont'd	N/A
3/21	Facilitation Assignments	Facilitations, cont'd	N/A
3/28	Facilitation Assignments	Facilitations, cont'd	N/A
4/4	Facilitation Assignments (if necessary)	Facilitations, cont'd (if necessary)	N/A

Assignment Overview

Presentation 1:

Task: To prepare and deliver an extemporaneous presentation of 1-2 minutes in length. The subject is YOU, so feel free to tell your audience whatever you wish (within limits of course). You are introducing yourself to your audience.

What to include:

- Information to introduce yourself, you may include your family, education, interests, career goals, or anything else you think is appropriate.
- NO visual aids are used for this presentation
- REMEMBER: Extemporaneous does not mean impromptu. This presentation is prepared, but NOT memorized.

Evaluation criteria:

Creativity in material	2 points
Ability to deliver without memorizing	1 point
<u>Overall delivery</u>	<u>2 points</u>
TOTAL	5 points

Presentation 2:

Task: To prepare an informative presentation of 5-6 minutes on the topic of your choice. The style should be extemporaneous, and must include some form of visual aids. If you use notes, they must be on cards.

What to include:

- Visual Aids
- Presentation Tips covered in class
- Sources for all of your information
- Handout materials for audience

Evaluation criteria:

Topic Delivery	1 point
Visual Aids	2 points
Appropriate Content	3 points
<u>Overall Presentation</u>	<u>4 points</u>
TOTAL	10 points

Assignment Overview (continued)

Facilitation of Training:

Task: To facilitate a 15-17 minute learning experience in class. This assignment is to TEACH your learners something about a topic of your choice.

What to include:

- All of the facilitation tips discussed in class
- Materials for learners
- Visual aids
- A course evaluation for the learners

Evaluation criteria:

Ability to utilize all facilitation techniques	6 points
Ability to handle different group styles	2 points
Ability to keep group on task	5 points
Learning experience	6 points
<u>Overall Presentation</u>	<u>6 points</u>
TOTAL	25 points

Exams:

Task: To complete an exam based on the book and class lecture.

Points: 15 each

Quizzes:

Task: To complete a quiz based on the book and class lecture. Quizzes will be in the first 10 minutes of class. If a student is late for class, or does not attend class, he/she is NOT allowed to make up the quiz, under NO circumstances.

Points: 5 each, for a total of 25

In Class Participation:

Task: To be on time for each class session, prepared and ready to learn. Each student should practice active communication skills and participate during class activities and discussions.

Points: 5

Student Assignment Sheet

<u>Assignment</u>	<u>Points Possible</u>	<u>Points Earned</u>
Presentation 1	5	_____
Presentation 2	10	_____
Facilitation of Training	25	_____
Exam 1	15	_____
Exam 2	15	_____
Quizzes		
Quiz 1	5	_____
Quiz 2	5	_____
Quiz 3	5	_____
Quiz 4	5	_____
Quiz 5	5	_____
Quiz Total	25	_____ >>> _____
In Class Participation	5	_____
TOTAL	100	_____