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- ✘ Send your soft copy with your last name/representative and Course Title/Topic:
 - ✘ Gawayen_THC 111_Introduction of Tourism
 - ✘ Lastnames_Course Code_Title of the Topic

PRESENTATION TEMPLATES

TOPIC

Name

Date

Adapted from:

COURSE OBJECTIVES

INTRODUCTION

CONTENT/DISCUSSION



ICEBREAKER

+ 10-15 minute ice breaker - short
game/activity/presentation.

EVALUATION ACTIVITY! 10 MINUTES



END THE PRESENTATION WITH A QUOTE OR VALUES STATEMENTS



KEY COMPONENTS OF PRESENTATION

- **Delivery (see rubric)**
 - Performance**
 - Improvement/Department**
- **Instructional Design/PPT**
- **Measurement and Evaluation**

DELIVERY

- ✘ Tell us your name, role and topic you will discuss



DELIVERY

- **Make the necessary preparations 15-30 minutes before the class. Check the resources and technology needed including the space.**
- **Ensure visibility and coverage.**
- **Start by a short introduction, short overview of the topic.**
- **Set expectations with regards to the expected output and behavior of the class.**

DELIVERY

- **Establish relevance and importance of the topic as application in real life setting.**
- Explain the objectives of the course and time allotted per topic (40 minutes).
- Customize the instructional design based on the different types of learners include videos. Utilize different facilitative techniques and strategize to maximize learning of class. Presentations should be concise and not too wordy.
- **Perform knowledge checks in between.**

DELIVERY

- **Close with a bang/call to action.**
- **After the last topic/module, ensure to do a recap and review if objectives were met.**
- **Provide after learning strategies like sharing the links to important reference materials.**
- **Share the EOC (end of course evaluation).**

OTHER IMPORTANT REMINDERS

- **Avoid fidgeting.**
- **Speak English at all times or encourage to speak it more often.**
- **Allow participants to go on bio break before the start of the class.**
- **RPI – return to point of interaction by saying, “going back to the topic..”**
- **Manage the class well. Parking lot questions are advised if no answer can be given outright.**
- **Presentations must be concise. No need to explain per bullet point.**

OTHER IMPORTANT REMINDERS

- **Use of clicker for transition.**
- **Ensure visibility and do not block the projector.**
- **Allow participants to raise hand if there are any questions.**
- **Stick to the time allotment at all times.**