

Presentation Skills for Emergent ELT Leaders
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For ELT professionals moving into leadership roles, effective presentation skills are essential for success. This workshop focuses on strategies for preparing presentations, conducting workshops and leading discussions. Topics include structuring a session based on objectives, targeting your audience, preparing a script or plan, writing an agenda, and creating handouts and visuals.

Resources:

Bailey, D. Creative Presentation Openers That Work
<http://www.bharatbhasha.com/communication.php/19941>

Calderon, P. Anatomy of a Presentation. (1998) *Windows Magazine*.
<http://www.winmag.com/library/1998/0601/fea0111.htm>

Finkelstein, H. Principals of Powerpoint for Education: Creative Techniques. (2003)
http://www.presentations.com/presentations/creation/article_display.jsp?vnu_content_id=1001179164

Garmston, R. (2005) *The Presenter's Fieldbook: A Practical Guide* (2nd edition.) Norwood, MA: Christopher-Gordon Publishers.

Hart, L.B. (1991). *Training Methods that Work*. Menlo Park, CA: Crisp Publications.
www.crisplearning.com

Heffernan, N. Leadership in EFL: Time for Change? *Asian EFL Journal*. http://www.asian-efl-journal.com/March_05_nh.pdf

Kotter, J.P. (1990). *A Force for Change: How Leadership Differs from Management*. New York: The Free Press. (American Center)

North Central Regional Educational Laboratory. (1988) *Graphic Organizers*.
<http://www.ncrel.org/sdrs/areas/issues/students/learning/lr1grorg.htm>

Ohio University: ESL, Speaking Skills. <http://www.ohiou.edu/Esl/english/speaking.html>

School for Champions: Strategies to Succeed in Public Speaking. <http://www.school-for-champions.com/speaking.htm>

Speaker Skills: Learn Public Speaking Excellence. (for educators)
<http://www.speakerskills.com/>

Tamblyn, D. & S. Weiss. (2000). *The Big Book of Humorous Training Games*. New York: McGraw Hill.

Toastmasters. Because Public Speaking Skills aren't Debatable.
www.toastmasters.org/pdfs/debatable.pdf

Van Daele, C.A. (1995). *50 One-Minute Tips for Trainers*. Menlo Park, CA: Crisp Publications. www.crisplearning.com

Walters, L. (1993). *Secrets of Successful Speakers*. New York: McGraw-Hill. (American Center)