

Helpful Tidbits

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1. Language Considerations

- avoid using absolutes: always, never, should
- never infer lack of knowledge of participants
- don't infer that a concept / skill is easy to learn or that they should know it already
- avoid acronyms
- always explain jargon / terms / technical words
- use very inclusive language and examples: no sexist / racist / heterosexist language
- avoid or always explain cliches
- write in short, easy to understand sentences and phrases
- write in the active voice
- use colorful / descriptive words to paint images
- use repetition to emphasize key points

2. Practice / Rehearse

- develop a thorough outline / script
- use a highlighter to emphasize key points / words
- present before a live audience
- tape yourself on a video or audio tape
- practice of the mirror
- practice in the actual room
- practice in the shower and while driving
- practice in your "performance" outfit

- arrive an hour before "show time" to setup
- use positive visualization to picture yourself successfully giving seminar
- use visualization to imagine your "worst fears" and how you successfully recover and move on smoothly

3. Stress Releasing Activities

A. the day before

- practice in actual surroundings
- mental imagery / visualization
- exercise
- eat very healthfully
- get plenty of sleep
- plan out your attire and get everything ready and packed
- replace negative self-statements with powerful positive ones

B. right before you begin

- wash face with cold water
- deep breathing exercises
- get a drink of water
- stretches
- isometrics: tighten and release muscles
- do facial exercises
- mentally imagery
- give yourself positive messages
- block any negative messages
- imagine applause / positive feedback from participants
- socialize with participants as they enter

C. as you are presenting

- walk briskly to stage

- channel nervous energy into enthusiastic gestures / energy in voice
- deep breaths
- lower your voice
- stare at their foreheads
- read audience for positive feedback
- squeeze and release fists
- take a drink of water
- use gestures to release stress
- remember: we never appear as nervous as we feel!

4. Helpful Hints

A. "Carboload" / Nutritional Considerations

- the meal before the seminar, eat high energy / healthy foods fruit, yogurt, breads, juices, etc.
- avoid sugar, fats, carbonated beverages, onion, garlic, alcohol, salt, caffeine, or anything that might cause indigestion
- carry high energy snacks / juices for a quick fix at the breaks

B. What to Wear

- dress equal to or just a tad better than participants
- wear very comfortable shoes
- avoid noisy jewelry
- be aware how perspiration may show with some outfits
- wear an outfit you are used to presenting in

C. Equipment / Audiovisual issues

- do a sound / equipment check before participants arrive
- if you use a table, have a floor length tablecloth
- minimize the number of times you turn on and off lights for slides, overheads, movies, etc.

- have someone ready at the light switch to avoid delays

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