



## Presenting Technical Data & Information

### Description

This 16-hour course is delivered over a 4-week period, with both remote and in-person instruction. The course provides biotech and life science professionals with essential communication tools, techniques, and proven approaches to share technical data and information effectively. The curriculum culminates in a live presentation with visual aids to a real audience. Instructors will provide individual coaching and suggestions as well as ample practice time.

Attendees will receive pre-class instructions for preparing a 2-minute presentation to be delivered during the first session. This initial presentation will be recorded and will serve as a baseline to measure participant improvement.

### Agenda

#### **Module 1 & 2:**

- Controlling Nervousness
- 2-Minute Presentation by Participants
- 4-Step Outline on How to Develop a Compelling and Organized Presentation
- Understanding Listeners' Needs

#### **Module 3 & 4:**

- Verbal & Non-Verbal Confidence
- Effective Delivery: Identifying "Color" Words, Strategic Pauses, Rate, and Pace
- Best Practices for Creating and Using Visual Aids
- Curate and Present Visual Aids That Support Your Message
- Practice Presentation in Small Groups

#### **Module 5 & 6:**

- "How You Look and How You Sound"
- Proper Delivery Techniques
- Practicing Impromptu Speaking Skills
- Handling Difficult Questions and Situations
- Small Group Rehearsals

#### **Module 7 & 8:**

- Delivery of Final Presentation by Students
- Written Feedback by Coach & Other Students

For more information or questions, contact [courses@massbioed.org](mailto:courses@massbioed.org).

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