



# Teaching Best Practices

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## Objectives

- Provide some “best practices” and tips for increasing the effectiveness of your presentations
- Describe techniques for handling difficult questions and difficult participants



## Best Practices

- **Prepare and Practice**

- Have you reviewed the material and feel you know it well?
- Expect the *expected*  
Will this audience or current events inevitably lead to a certain point or heated discussion?
- You don't have to be perfect to succeed!



# Best Practices



- **Pre-session routines**

- Avoid alcohol before your session
- Consider your sensitivity to caffeine (or energy drinks)
- Consider your food intake
- Dress appropriately for your audience—and in something in which you feel comfortable and confident



**ARRIVE EARLY!**



# Best Practices

## • Audio Visual Issues

- *Check, recheck, confirm, recheck*
  - When you confirm / Before your session
- What you will need:
  - Computer (e.g. laptop) that will run PowerPoint 2013
  - A projector
  - A screen or blank, light-colored wall
  - A microphone?
- How will your PowerPoint presentation get to the session?



# Best Practices

- As faculty, remember ***you are in control***
  - From the start, set the kind of tone you want
  - What makes something “go wrong” in your session is frequently how you respond to it





## Connect with people

## Best Practices

- A smile and (appropriate) humor can go a long way!
  - Be who you are—*human*.
- Maintain eye contact when a participant is speaking
- Don't chew gum, mints, etc.
  - ...but consider having water close by
- Be careful with that pen in your hand...



# Best Practices

- Consider **handouts**

- Adults like to have them!

- It is not a copy of your PowerPoint!

- JPR pamphlet? Our Courts Arizona summary handout?



## Microphone

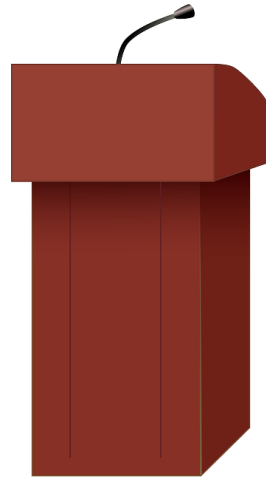
- **Can everyone hear me?**

- **Raising your voice**

- **When in doubt, use the mic**



**Where to  
stand?**

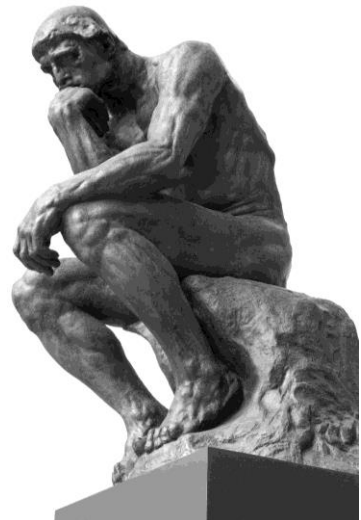


**You are the  
presentation!**



# Keep It Simple

# Tough Questions





# Tough Questions

- What makes a question “tough” is *how you respond*
- Remember: anticipate the obvious questions based on current events and/or your particular audience
- Welcome tough questions—it’s a chance to “counter the critics” (or dispel myths)
- Do not ignore the question
- *Stay cool*—your body language will show if you are upset by or uncomfortable with the question



# Tough Questions

- When answering, “a pause can be your best friend”
- If possible, “bridge” the question back to the main point of the Our Courts Arizona program: **America needs fair and impartial courts**
- “To answer” should not mean “to debate”



Just remember that  
regardless of what you're  
asked or how you feel...

*Our Courts Arizona  
presentations are intended to  
be informational and non-  
partisan.*



**Watch the clock**



# Nail the dismount