

Fall Semester 2015 LTEC 4121

Presentation Portfolio

Deborah Smith

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Module 1 – Title, Topic, Audience, Date, Location

Presentation Title & Brief Description

Title	Stress: Tools for Survival
Brief Description	In the illustrative strategy portion I would like to inform the attendants of the definition of stress, causes, symptoms and affects. In the technical strategy portion I would like to present solutions and techniques to relieve stress. I chose this topic because of the importance of stress management and because it is useful in every industry and in our personal lives.

Presentation Objective or Purpose

X	Objective or Purpose	Describe WHY!
X	Inform	To educate the audience of the importance of stress management
X	Discuss	Some may not know that all individuals have stress at different levels
	Persuade	
X	Solve Problem(s)	To relieve some stress
X	Inspire	Get individuals motivated to take control of their stress and help others to control stress
X	Instruct	To teach the individuals tools and techniques for stress management
X	Entertain	Entertainment is a stress reliever

Practice Presentation Date/Time

Date/Time	November 14/10:00 am
Why	I chose this topic because of the importance of stress management and because it is useful in every industry and in our personal lives. I want to inform the audience that everyone has stress at different levels and that there are ways to control it.

Final Presentation Date/Time

Date/Time	November 18/10:00 am
Why	I chose this topic because of the importance of stress management and because it is useful in every industry and in our personal lives. I want to inform the audience that everyone has stress at different levels and that there are ways to control it.

Presentation Location

Location	Large Conference Room
Address	4800 Overton Ridge, Suite 300 Fort Worth, TX 76109
Why	Comfortable location with enough space

Module 2 – Presentation Flyer and Analyzing the Audience



Analyzing the Audience

Presentation Title: Stress: Tools for Survival

Experience and educational background:

Most of the individuals in the audience will have work experience and/or some college education

Gender and cultural mix:

Predominantly female

Average Age:

44

Presentation Title: Stress: Tools for Survival

Job related responsibilities of the audience:

Most of the individuals in the audience will have work experience and/or some college education

Audience special needs:

Predominantly female

Issues or topics to avoid:

None

Members who can serve as special resources:

None

Presentation Title: Stress: Tools for Survival




Participants attending:

9

Why they are attending:

They will attend because they are interested in learning the importance of stress management and techniques to reduce stress (it is not a required that they attend)

Module 4 – Strategies and Media

Presentation Title: Stress: Tools for Survival	
Presentation Strategies	How you will use Them
 Illustrated	I will use the illustrated strategy to provide information about stress, its causes and effects and why it is such an important topic.
 Technical	I will use the technical strategy to provide techniques for stress relief. I will give step by step instruction on how and where to use the techniques and give them skills to manage their stress.
 Motivation	I will use the motivation strategy to get everyone excited about controlling their stress to be more productive and happier. The audience will find a need to pay attention to the topic and will want to explore ways to improve their lives.

Buy	Rent	Develop	Name of Media and/or Equipment and or Supplies
		X	PowerPoint or Keynote presentation media/Laptop or iPad
		X	Printed copies of slides

Module 5 – Final Testing

Test and Check Off Your Facility & Equipment Needs

Presentation Title: STRESS: Tools for Survival

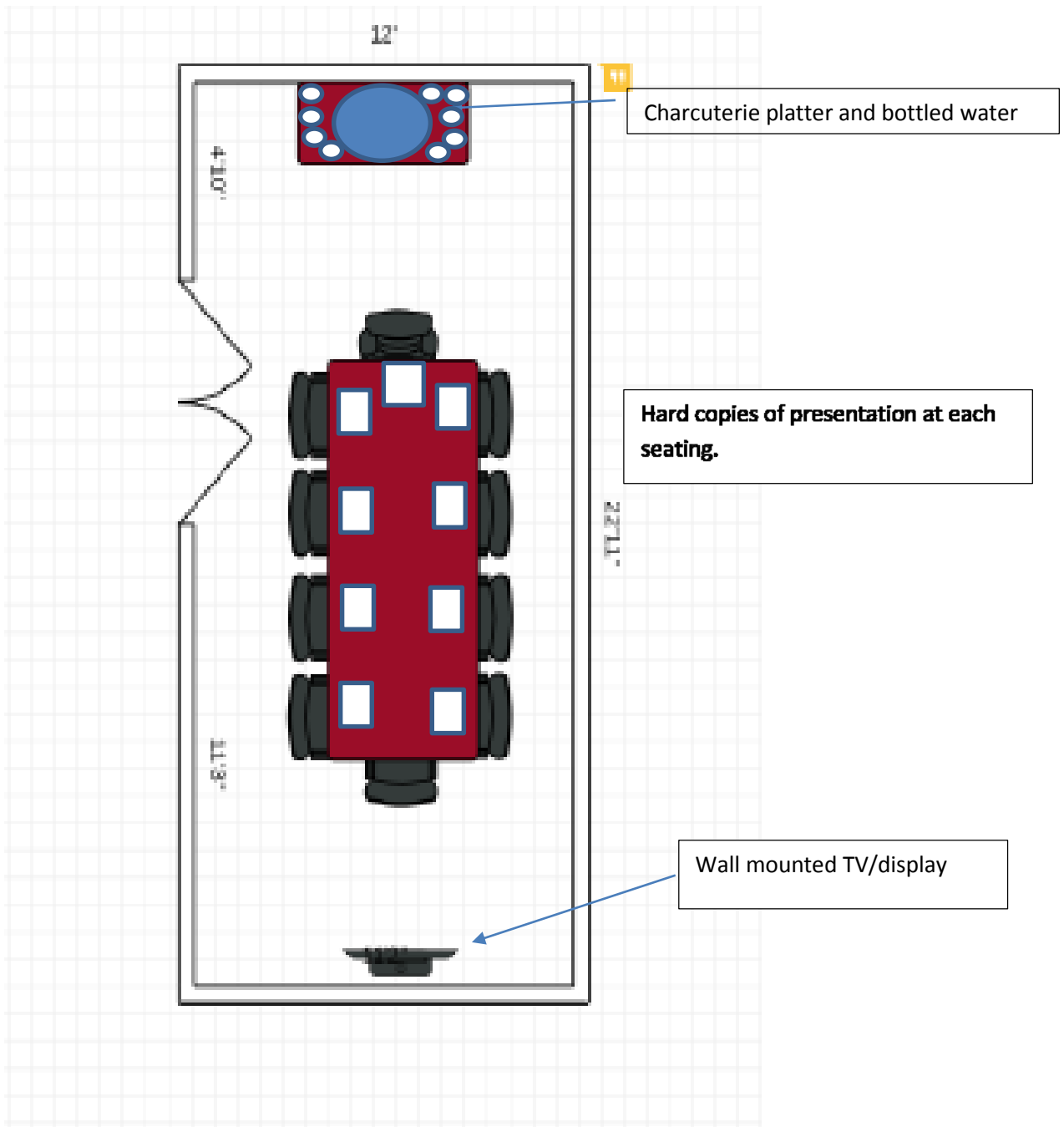
1	Do you need a podium for your presentation? Where should they be located? <i>I do not need a podium. A table for my laptop will suffice.</i>
2	Do you need a computer, projector and display screen? <i>I need my laptop</i>
3	Do you need a remote mouse/pointer? <i>I do not need a remote mouse or a pointer.</i>
4	Indicate the type of seating arrangement you will be using during your presentation. <i>If I am able to give a live presentation, at my office, the seating arrangement is 9 chairs around a large conference table. This will give everyone ample space to take notes; and there is also enough room to stand for the technical demonstration portion.</i>
5	Will you need a microphone? What type of microphone would you prefer? <i>I have tested my laptop for sound recording since I will be preparing a recorded presentation in the event that I am not able to give a live presentation. I will not need a microphone for my live presentation since it will be for a small group in a conference room.</i>
6	What type of presentation media equipment do you need? <i>I will need my laptop for my PowerPoint presentation.</i>
7	Do you plan on using handouts to support your presentation? When should they be distributed? Who will assist you in their distribution? <i>I will provide a hard copy of my PowerPoint presentation which will be placed (by me) on the conference table at each chair setting. This will allow the audience to make notes or jot down questions during the presentation.</i>
8	Do you need extension cable of all types? <i>I will bring an electrical extension cable just to be safe. No other cables will be needed.</i>
9	Do you need refreshments? <i>Refreshments will be a priority if I give a live presentation. I am thinking that bottled water and a cheese, cracker, meat tray will suffice.</i>

Module 6 Training Facility Checklist and Drawing

Presentation Title:	Stress: Tools for Survival		
Date of Presentation:	November 18, 2015		
Location:	Large Conference Room	Number of Participants:	9

Criterion	Yes	No	N/A	Comments
1. The size of the room is suitable for the number of participants.	✓			There is ample room and seating for the 9 participants who will also be standing for the technical portion of the demonstration.
2. The room can be isolated from distractions from adjoining rooms.	✓			There are double doors to enter the room that can be closed to distractions from outside the room.
3. The room is accessible to all participants, including those with disabilities	✓			The double doors allow plenty of room for wheelchair access and office chairs can be replaced with a wheel chair if needed.
4. Breakout rooms are available, if needed.			N/A	
5. Breakout rooms are located in close proximity to the main presentation room.			N/A	
6. Restrooms are located in close proximity to the main presentation room.	✓			
7. Restrooms are accessible to all participants.	✓			
8. Seating arrangements set as checked below: a. Theater style b. Classroom style c. Horseshoe or U-shaped d. Conference e. Multiple, circular f. Multiple, square	✓			Large conference table with 10 chairs.
9. Seating requirements in breakout rooms are satisfactory.			N/A	
10. Lighting requirements are satisfactory.	✓			
11. Location of lighting controls is satisfactory.	✓			
12. Room lights can be dimmed as needed.	✓			
13. Climate controls in the room are satisfactory.	✓			
14. All necessary media equipment is available.	✓			

15. Projection screen size appropriate for room.	✓			
16. Meals or refreshments have been ordered.	✓			
17. Site for meals or refreshments established.	✓			I will be providing a charcuterie platter from Albertson's and bottled water.
18. Access to telephones, computers, and other message services has been arranged.			N/A	
19. Smoking policy at site has been considered.	✓			
20. Policy on cell phones & pagers established.	✓			



Module 7A Intro and Conclusion

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Introduction

Welcome! I am Debbie Smith and I am here to present “Stress: Tools for Survival” which I am recording for the Fall 2015 semester assignment for the LTEC 4121 section 20 class at the University of North Texas. So you might ask, “What are your qualifications for presenting this topic?”, and the answer is...I am human! I have stress! In this presentation I hope to help you realize what stress is, how it affects you, your coworkers, and your company and why it is an important subject to be educated about. We will then be practicing techniques together that help to relieve stress. Now, I would like to ask you to raise your hand if you have ever experienced stress. Ok! Let’s go around the table, starting from my left, please introduce yourself and tell us something that you know about stress.

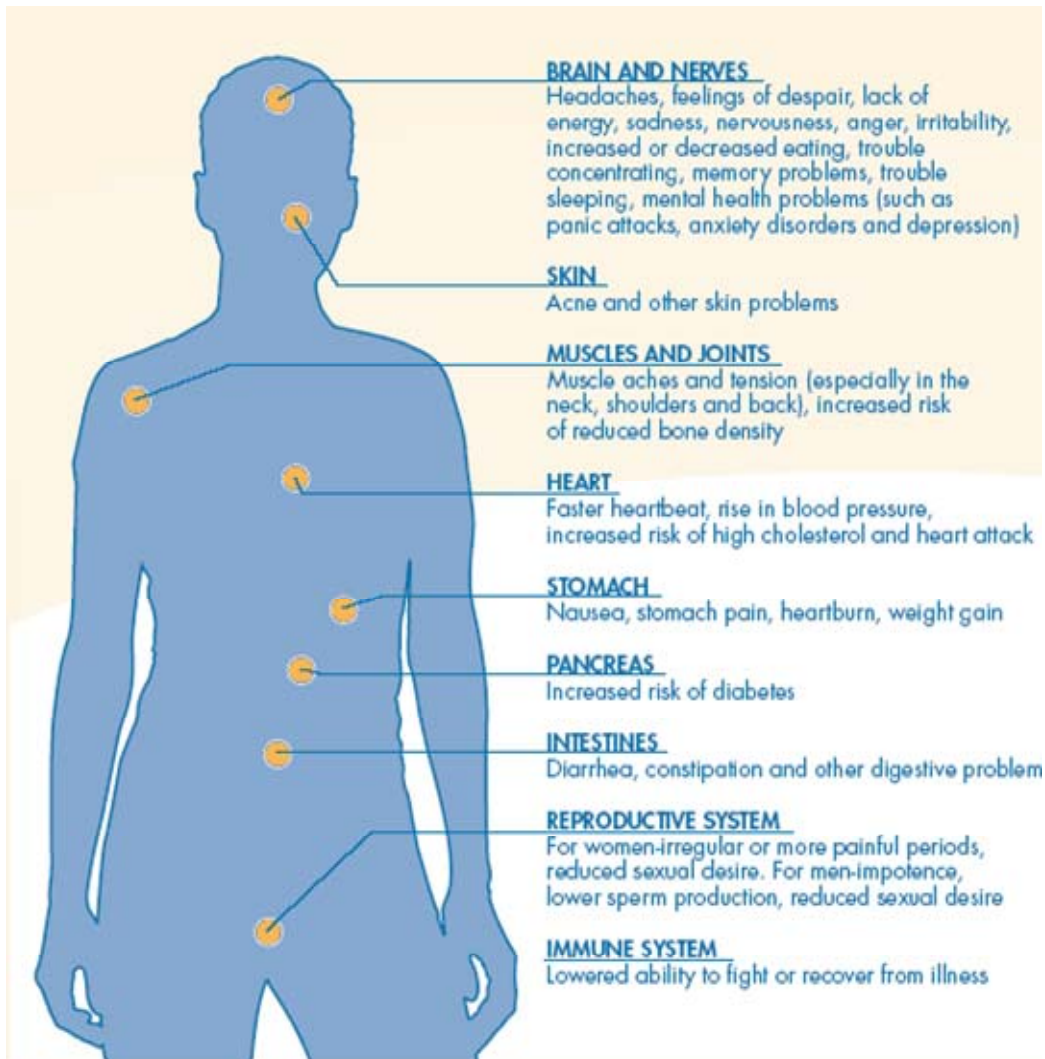
Conclusion

In this presentation we have discussed what stress is, the causes, symptoms, effects of stress and then we have practiced skills and techniques to help cope with our stress. I hope that I have given you some valuable tools to help relieve your stress and incentive to research techniques and skills that work best for you. I appreciate all of your contributions to this presentation and I would like to thank everyone for spending your valuable time to attend this presentation. I hope that you will invite me again to present other topics that will be helpful toward your personal and professional lives. Your input is important so please complete the evaluation form that I have provided you so that I can identify my weaknesses and improve my performance for my next presentation.

Thank you and have a wonderful day!

Module 7B – Training Aid and Activity Worksheet

Stress Effects on Human Body





- 1: Stress is usually thought of as a negative experience, but it can be a positive one.**
- 2: It is possible to eliminate stress.**
- 3: _____ is constant and persists over time.**
- 4: The hormone known as cortisol helps the body manage stress.**
- 5: Physical symptoms of stress may include...**
- 6: Chronically stressed people are...**
- 7: What are endorphins?**
- 8: A stressed person can stimulate endorphin release by...**
- 9: Stress is an unnatural reaction.**

Module 7C Power Point Slides



WHAT IS STRESS?



3

THE CAUSES OF STRESS

Life

Liberty

Pursuit of Happiness

4

THE SYMPTOMS OF STRESS

Body

Mind

Emotions

Behavior



5

HOW DOES STRESS AFFECT US?



I don't want to feel this way!

6

SOLUTIONS FOR STRESS RELIEF

Life

Liberty

Pursuit of Happiness



THE TOOLS FOR STRESS RELIEF

Stress Reduction Kit

**Bang
Head
Here**

Directions:

1. Place kit on FIRM surface.
2. Follow directions in circle of kit.
3. Repeat step 2 as necessary, or until unconscious.
4. If unconscious, cease stress reduction activity.

EVALUATION



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CONTACT ME

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Module 7D Trainee Evaluating Presentation Form

Stress: Tools for Survival by Debbie Smith

On a scale of 1 to 5 with 5 being excellent; rate the each aspect of the presentation:

Was the presentation informative?	
Was the length of the presentation appropriate?	
Did the organization of the presentation make sense?	
Do you feel that the content of the presentation was helpful?	
Was the speaker clear and concise?	
Was the speaker attentive to the audience?	
Did the speaker invite audience participation?	
Did the speaker provide the audience with an opportunity to ask questions?	
Was the speaker dressed appropriately?	
Would you attend another presentation by this speaker?	
What is your overall rating of the presentation?	

Please provide your comments and suggestions here:

CERTIFICATE *Of* **PARTICIPATION**

Rob Mayes

Your valuable time is appreciated in the attendance of the presentation

STRESS: TOOLS FOR SURVIVAL

PRESENTED BY: *Deborah Smith*

ON THIS DAY: *December 5, 2015*

