



Institute for Staff Development

Announcements & Calendar

Designing & Delivering Successful Professional

Professional Presentations

Workshop

Workshop Goals/Objectives:

- To engage in the *process* of planning & delivering – and evaluating – a presentation
- To identify presentational aims/objectives
- To define and delimit your audience(s)
- To outline the presentation (view it as a whole)
- To promote researching a presentational topic
- To learn to use visuals (or graphics) to help ... clarify, simplify, explain, or explore ... ideas expressed in your presentation
- To *practice* (“rehearse”) delivering your presentation
- To garner feedback from colleagues & videotape

Workshop Leader

Dr. Howard Scheiber, Director of NYPL's Institute for Staff Development at The Research Libraries, will lead these workshops. Dr. Scheiber has been professor of rhetoric and scientific, technical, and management communication at both Florida Institute of Technology and the University of Texas where he directed graduate-level programs. Dr. Scheiber is the author *Report Writing for Management Decisions* (Macmillan, 1992), *Designing & Delivering Scientific, Technical, and Managerial Presentations* (John Wiley, 1997), as well as co-editor of *Managing Global Communication in Science and Technology* (John Wiley, 2000).

Dates and Location:

Location: SIBL Rm. # 545

Dates: 4 successive Tuesdays in April
3rd, 10th, 17th & 24th

Time: 9:00 a.m. – 12:30 p.m. (each session)

Who Should Attend

This professional presentations workshop is designed for RL/NYPL staff who must speak, lecture, or "present" information regularly to conduct the "business" of their organizational unit within, and beyond, the Research Library as part of their professional workplace responsibilities – e.g., to obtain funding, report on progress, propose strategy and tactics, document goals and objectives, describe strengths and successes, identify goals and needs, explore and promote projects managed, or communicate content-based data and information to professional colleagues.

Registration

Please register for of this workshop via the ISD Web site. If you find you cannot register online, simply e-mail or telephone us with your registration request and your registration will be confirmed online. You will also receive an e-mail confirmation from our ISD Admin. Ass't. This workshop will be limited to 12 participants.

To register visit the ISD web site at the following

URL: <http://lair.nypl.org/research/isd>

Note:

To ensure that this workshop series is optimally beneficial to RL participants, we ask that you bring along with you presentation outlines, "scripts," visuals, slides, and/or textual material (from former, current, or upcoming projects) for possible use during these sessions.