

Module 5A

1. Explore issues and best practices in faculty training.
2. Think about how details, such as posture, gestures, facial expressions, grammar, and voice can impact the power of your presentations.
3. Learn to reach your audience, maximize your strengths, project your personality, and command attention as a trainer.

Module 5 Week 1 - Body Language : *After reading the article about Body Language, pick one area that you need to work on to improve. Describe your problem on the discussion board. Spend the week consciously working on improving in this area. React to the postings of at least two classmates with your advice, empathy, etc. At the end of the week, post again (as a reply to your initial posting) to let everybody know about your improvements.*

Topic: Module 5 Week 1 - Body Language Date: April 28, 2008 7:11 PM
Subject: Colleen's Chop Clamping Author: Burnham, Colleen

After reading the article about Body Language, pick one area that you need to work on to improve. Describe your problem on the discussion board. Spend the week consciously working on improving in this area. React to the postings of at least two classmates with your advice, empathy, etc. At the end of the week, post again (as a reply to your initial posting) to let everybody know about your improvements.

I have so many body language "issues"! Students complain that I'm a tapper – I touch the projection screen when I talk. You know: "See this up here in the left hand corner" tap-tap "and as I scroll down to..." tap-tap – I touch the screen constantly. I also have a really frightening thinking face – I'll try to think to make sure you see it when I do my video :-)
Students, faculty, and staff at Thomas have gotten kind of used to it, so just laugh at me when it appears. And, (I blame it on being a smoker) I am a "pen-cap-snapper" – as soon as I pick up a dry erase marker, I start snapping – sometimes to make a point, and sometimes, well... just because it's there ;-)
Lucky for me, these behaviors really only manifest themselves in front of a classroom. Because our classes are over, I won't have an opportunity to work on them this week in time to report back.

I do have one "presentation behavior" that is apparently quite annoying – at least I know it was to my ex-husband. To stop myself from speaking [my mind], I clamp my mouth shut; I roll my chops into themselves, and bite them together – so that I won't speak. (Personally, I think others would come to prefer the clamping if they were to hear the thoughts that want to come out of my mouth ;-)
) I've only really just noticed how annoying this can be as I've been practicing with application such as LiveMeeting and MediaEncoder for the purpose of creating on-demand training at Thomas.

Anyway. This is a behavior that creeps up in every conversation I have, so is a good one to practice not doing in anticipation of creating a video. I promise to conscientiously keep my mouth relaxed and friendly for at least the next week -- this should help that horrible thinking face, too :-)

Topic: Module 5 Week 1 - Body Language Date: May 2, 2008 6:17 AM
Subject: Re:Colleen's Chop Clamping Author: Burnham, Colleen

Doris -

first - my ego thanks you :-)

and re: video-taping myself... I hate seeing myself "on camera", so much so, that I always carry a camera to be sure that I'm the one behind it :-)
But, at the same time, I've already experienced the value of watching myself.

My latest new machine came with a built in webcam - two "things" came from that extra:

I accidentally taped myself learning how to use my new machine - too many times to count -- and got a chance to see what I look like when I'm pushing buttons -- gawd?! it was frightening!!

I discovered that it was kind of fun to communicate with my nieces using video -- I'm in Maine; they're in Texas. I'll admit that the first video thanking Jenna for a pound of coffee required no less than 20 "takes" before I was both in the game and on camera, but it was totally worth it :-)

I learned so much about things like the whence of the comment/warning "the wrath of Colleen" (my thinking face), and my aging enunciation (my Maine "accent"), that I actually sit in front of the webcam every once in a while to practice conversations. (not regularly enough, as you'll see in whatever I end up posting ;-)
)

Anyway. In a safe environment - which this group has come to be - it's as valuable in today's world as that old course "oral interpretation" used to be :-)

cjb

Module 5C: *Okay, guys do not freak out about this assignment. I must include it because it is the VERY BEST way for you to really understand the readings for this module.*

The topic should have something to do with your proposed training session (from Module 3). Make something you can actually consider using. Your main goal is to create presence through your voice, gestures, storytelling, etc. I KNOW how hard and silly it feels to make your own video - but remember everyone is sharing your pain. It would be nice if your presentation also had a wonderfully-captivating title.

You will produce a 2-3 minute video clip (Windows MovieMaker editor/compressor is free and you probably already have it - or use iMovie or whatever else). Remember, this should be something that goes along with your chosen training topic. Focus on the Executive Presence article for a few tips. Post your work to the discussion board. Then you'll need to critique the videos of two or more of your classmates. Does this person have presence? What can he/she do to improve?

Creating your video should not take more than an hour or two. Do not get caught up spending a bunch of time trying to edit it. Just make it and post it. THIS MODULE IS TWO WEEKS LONG, so there is lots of time. Do not wait until the last couple of days to post your video - I'd like to see these near the end of the first week. Ready.....set.....go!

You will be glad that you did this.

Topic: Module 5 Week 1 - Body Language Date: May 10, 2008 3:26 PM
Subject: Really 5C -- but I can't seem to find the discussion... Author: Burnham, Colleen

ok - here it is :-)

(please let me know if the .wmv file doesn't just start playing)

<http://www.schoolstreetwest.com/OnlineTeaching/cjbBodyLanguage1.wmv>

Topic: Module 5 Week 1 - Body Language Date: May 11, 2008 11:46 PM
Subject: Re:Really 5C -- but I can't seem to find the discussion... Author: Chwist, Doris

Colleen, you are so efficient. I appreciate your candor remarks about your observations. I also would agree that working with a computer, it would be a different environment than a class. While I was presenting, it crossed my mind that I should tape these and use them. But it is so hard to do when you are given a room full of strangers and a token 20 minutes to present your case.

So Colleen, I would say well done. One question remains; was the purpose of the video to enhance your online course and if it was, what subject matter are you covering?

Topic: Module 5 Week 1 - Body Language Date: May 12, 2008 6:18 AM
Subject: Re:Really 5C -- but I can't seem to find the discussion... Author: Burnham, Colleen

Good question, Doris :-)

I started out talking about how I enter a classroom wearing one of so many hats; my plan was to "discuss" the process of introducing oneself to the particular audience. ...the reasoning behind taking the time for introduction, the purpose and process of creating a relaxed learning opportunity, etc...

Unfortunately, I couldn't get through that "small lesson" in under 8 minutes :(And, by the time I had honed down what I wanted to say, my camera died... Simply - I never got to "the point" ;-)

I think (if I keep this "take" for my final project) I'll use it to demonstrate the differences between [my] "stand-up" presentation and "online" video presentation. It's interesting to me that I seem more comfortable sitting in front of the computer with a headset than standing in front of the camera -- I think I can use that in a workshop session.

cjb