



Outline

Training course in Presentation and public speaking skills

Duration 2 days

6 sessions each 2h from 9.00 – 16.00 daily

The training course is designed for participants that as part of their work regularly give presentations and speaks at public events. The objectives of the training are:

1. Participants are enabled to plan and prepare an effective, audience and message oriented presentation and public speech, using a range of tools and props;
2. Participants have improved their public speaking and presentation skills;
3. Participants have increased their confidence in their own ability to deliver an effective and concise presentation and public speech;
4. Participants have identified their strength and weaknesses in presentation skills and identified strategies to alleviate their weaknesses and build on their strength.

The training is based on the principles of adult education. Short presentations followed by Q&A sessions and individual exercises will lead into working group sessions in which participants work on their own presentations that will be given to the plenary. Participants will apply the knowledge they have gained in small working groups on cases they encounter in their work. Participants presentations will be video-taped and the clips used for plenary analysis and feedback. Each trainee will be supplied with a ring-binder with session specific handouts for use during the training and for future reference.

Participants are asked to select an event in which they are expected to give a presentation and an appropriate topic. During the training participants will develop and give a presentation for their selected event and topic.

Day 1

1 Session Objective:

1. Participants are familiar with the training agenda and approach.
2. Participants have identified the key characteristics of a good presentation and have learnt to conduct the required analysis to prepare for a presentation.

Welcome, introduction into training and training material, participant introduction

- **What makes a good presentation?**
- Stage fright and how to conquer it
- What type of meetings are you expecting to facilitate?
- Video analysis: Steve Jobs

Developing a presentation

- **Phase 1: Analysis**
- Exercise: understand the framework of your presentation

2 Session Objective:

1. *Participants are familiar with the components of communication and of communication messages.*
2. *Participants have understood the importance of communication through the use of visuals and have selected and practiced presentation with visuals themselves.*

What is a message?

Visual communication

- Exercise: **Presentation with visuals**
- Presentation and feedback on presenters

3 Session Objective:

1. Participants have been introduced to verbal and para-verbal elements of communication and through exercises practiced their use in presentations.

Verbal presentation

- Exercise: Develop 3 minute presentation using at least three tools of verbal presentation
- Presentation with feedback to presenters

Para-verbal content of a message

- Exercise on clarity, modulation

Day 2

4. Session Objective:

1. *Participants are familiar with the importance of body language as means of non-verbal communication in presentations and have practiced purposeful body language in their presentation.*
2. *Participants have gained the skills to develop a presentation and its different components.*
3. *Participants have learnt to know the basics of successful Power Point Presentations in message delivery.*

Body language/non-verbal/ Appeal functions

1. Exercise eye contact
2. Gesture
3. Common body language

Phase 2 planning

How to develop a presentation (PPP-getting started)

- **“Do and don’ts of power-point presentations”**
- Group work and exercise in groups of 3

5. Session Objective:

1. *Participants have developed their own presentation, making use of the tools and techniques introduced in the previous sessions.*
2. *Participants practiced the presentation skills they have learnt and received group feedback.*

- Preparing presentation: Group work in groups of 3
- Participants take turns to present and receive feedback in plenary

6. Session Objective:

1. *Participants practiced the presentation skills they have learnt and received group feedback.*
2. *Participants have evaluated the training course.*

- Presentations from participants
 - Film-review and feedback on verbal, para-verbal and non-verbal presentation
 - Video films of participants
- Wrap up, evaluation and close