

CMBD

Pre-course Preparation Required

Presentation Skills/Advanced Presentation Skills Workshop Briefing

Introduction

This briefing document has been prepared to enable you to get the best out of the workshop that you will be attending and also explains what you will need to prepare beforehand.

The workshop will cover in varying detail (depending on the level of the individuals) the following four main topics of,

- Preparing a presentation
- Preparing yourself
- Delivery of a presentation
- Handling an audience

This day focuses on presentations delivered in-house, to existing or potential customers and the smaller occasions when it is likely that there will be some advance knowledge of the audience. There will be the opportunity to discuss presenting to larger groups if appropriate.

Workshop Format

The workshop starts with an introductory exercise that involves the delegates from the start. Because of the nature of the exercise, details will not be provided on this activity until the start of the workshop.

After the introduction and first exercise, the format of the workshops revolves around the rest of the morning session spent with the individual delegates delivering a presentation prepared in advance.

The presentation will be on a work related topic and can be something that has previously been used or can be new. If part of a previous presentation is used, it should be adapted to "stand alone", i.e. it should have a clear

introduction, content and a close. The presentation should be 5 minutes in length and will be captured on video.

During the replay, delegates will be encouraged to comment on their own performance and will receive feedback from their peer group. The trainer(s) will also provide feedback and will identify a number of aspects of the presenter's technique for him/her to focus on.

It is important to note here that we are not simply seeking to identify any weaknesses, but also particular individual strengths that can be emphasised.

The video replay is a very powerful aspect of this type of training. Few individuals have had the opportunity to observe their style and performance in this type of situation.

During the afternoon session, the delegates will be required to prepare a second presentation on a personal interest, hobby, item of current news or a topic with which they are familiar. This presentation will also be captured on video for replay and feedback. During the course of this second exercise, delegates will be encouraged to work on the points identified in the morning session.

The workshop will conclude with a summary of the main points identified during the course of the day and with the personal setting of action plans for subsequent improvement.

Workshop Outcomes

Each individual will have had the opportunity to have observed themselves in action on two occasions and will have identified a number of strengths and weaknesses in their own technique.

They will also have had the chance to see their colleagues and the trainer(s) in action and to learn by observation.

Delegates will also have revised some of the basic aspects of presenting as well as having been introduced to a number of professional techniques and approaches. Each individual will be encouraged to action plan a number of points for personal development over the coming months.

Please see the attached appendix for details of the preparation required.

Appendix - Briefing Sheet for Presentations

Preparation required

Please prepare a 5-minute presentation on a work related topic for delivery on the day. This can be part of a previous presentation that you have used but please ensure that it "stands alone". In other words, that it has a clear beginning, content in the middle and a close.

You may use any visual aids that you require and if you choose to use PowerPoint, please bring your slides on a CD or USB storage device. A flip chart will also be available and you can prepare sheets in advance or use it on the day.

Please note, do not bring your presentation on a floppy disk, the laptops we use have no 3.5' drive!

Please do not use OHP transparencies.

The presentation will be filmed. Feedback to individual delegates will take place immediately after the exercise.

Some notes from the handouts on presentation structure are reproduced below for those who require them.

Structuring a Presentation

Your presentation needs to have a clear beginning, middle and end.

There are a number of different ways in which you can structure your material and the style you use will depend on the circumstances. For a formal presentation, it may be best to present your points in sequence, summarising each point as it is made and introducing the next topic. Remember that the audience may assume that the first point is the most important. For a more informal talk, it may be appropriate to overlap the points; this can encourage debate and audience participation.

It is usually helpful to outline your material to clarify the structure, for example,

Why induct staff fully into the organisation?

- Fulfilment of legal requirements.
- Staff familiar with procedures and what is expected of them quickly.
- Better moral.

What does induction involve?

- Initial induction session.
- Introduction to the workplace.
- Specific training programme.

Expected outcomes

- Better productivity.
- More motivation as hygiene factors covered.
- Lower staff turnover.

Always plan to open effectively and close memorably. The audience attention is at its greatest when you start and finish. Attention can be seriously lacking in the middle of a presentation and repetition of main points is essential.

* Delegates on Advanced Presentation Skills workshop should refer to TV briefing sheet also.