

## Winning Presentations

**Workshop Design, assuming min. 18 – max. 22 delegates**

### Advance Preparation

- Completion and return of email questionnaire prior to the Workshop.

Objectives:

- To raise awareness of the business context of presentation skills
- To identify strengths, weaknesses, fears
- To identify personal objectives
- To provide advance information for final tailoring of the Workshop and material.

### Workshop – Day One

Timing	Objectives	Content Outline	Methods	Measurement
60 mins	<i>Introductions, Context and Development Needs</i>	<ul style="list-style-type: none"><li>• Welcome and outcomes</li><li>• Summary of pre-work</li><li>• Workshop outline and style</li><li>• Introductions</li></ul>	<ul style="list-style-type: none"><li>• Presentation</li><li>• Small group exercise</li><li>• Group/individual presentations</li><li>• Feedback</li><li>• Whole group discussion</li><li>• Summary of key learning points</li><li>• Focus on key development needs</li></ul>	<ul style="list-style-type: none"><li>• Return and quality of pre-work</li><li>• Quality of presentations and feedback</li><li>• Group participation and discussion</li><li>• Quality of learning points highlighted</li><li>• Clarity and depth of</li></ul>

				development needs
<b>Timing</b>	<b>Objectives</b>	<b>Content Outline</b>	<b>Methods</b>	<b>Measurement</b>
45 mins	<b>Applying confidence building techniques</b> <i>Preparation</i> The key to creating Winning Presentations and applying confidence building techniques	<ul style="list-style-type: none"> <li>• What's the point?</li> <li>• Why/Who/What/How/Where/When?</li> <li>• The importance of practice and feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive presentations and discussion</li> <li>• Apply theory to real presentation opportunity</li> <li>• Key learnings</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to apply theory to practice</li> <li>• Discussions and feedback</li> <li>• Quality of key learnings</li> </ul>
15 mins	Energy Break			
90 mins	<b>Structure effective presentations</b> Apply confidence building techniques confidence Create rapport with the audience Make your presentations memorable	<ul style="list-style-type: none"> <li>• The first 30 seconds</li> <li>• Image/style/content</li> <li>• Opening</li> <li>• Hook</li> <li>• Signposting</li> <li>• Techniques for:               <ul style="list-style-type: none"> <li>- creating rapport</li> <li>- maintaining engagement</li> <li>- making presentations memorable</li> </ul> </li> <li>• Visual aids</li> <li>• Handling questions</li> <li>• Closing and last impressions</li> </ul>	<ul style="list-style-type: none"> <li>• Mini exercises/ demonstrations</li> <li>• Presentation</li> <li>• Brainstorming</li> <li>• Examples and anecdotes</li> <li>• Group discussions</li> <li>• Individual or small group exercise</li> <li>• Key learnings</li> </ul>	<ul style="list-style-type: none"> <li>• Group discussions</li> <li>• Quality of key learnings</li> </ul>

## Workshop – Day Two

Timing	Objectives	Content Outline	Methods	Measurement
15 mins	<i>Check In</i> Continuous development/mastery	<ul style="list-style-type: none"> <li>• Overnight reflections/questions</li> <li>• The Learning Curve and learning retention</li> <li>• Mastery</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive discussion</li> <li>• Models</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of overnight reflections</li> </ul>
30 mins	<i>Handling Nerves</i> Apply confidence building techniques The right state Final preparation	<ul style="list-style-type: none"> <li>• Physical preparation</li> <li>• Body/voice/breathing/energy</li> <li>• Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration</li> <li>• Workout</li> <li>• Exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Participation!</li> </ul>
30 mins	<i>Individual Final Preparation to Present</i> Presentation/visual/aids/self			<ul style="list-style-type: none"> <li>• State of readiness</li> <li>• Support required</li> </ul>
15 mins	Energy Break and Check Out			

Timing	Objectives	Content Outline	Methods	Measurement
105 mins	<i>Opportunity to Practice and Get Feedback</i>	<ul style="list-style-type: none"> <li>• Individual presentations</li> <li>• Feedback</li> <li>• Group learning</li> </ul>	<ul style="list-style-type: none"> <li>• 5 minutes to set up and brief small groups of 4</li> <li>• 10 minutes presentation each</li> <li>• 5 minutes structured feedback each</li> <li>• 15 minutes structured small group discussion</li> <li>• 5 minutes presentation each group to whole group</li> <li>• <b>N.B. Timings and group size depend on number of delegates</b></li> </ul>	<ul style="list-style-type: none"> <li>• Quality of: <ul style="list-style-type: none"> <li>- preparation</li> <li>- presentations</li> <li>- feedback</li> <li>- group learning</li> </ul> </li> </ul>
20 mins	<i>Team Presentations</i>	<ul style="list-style-type: none"> <li>• Consider how to apply learning to be part of a winning team presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorm &amp; share ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of ideas</li> </ul>
15 mins	<i>Reflective Learning and Actions</i>	<ul style="list-style-type: none"> <li>• Reflect on the two days</li> <li>• Review original aims, strengths, weaknesses, fears</li> <li>• Where am I now?</li> <li>• What is my strategy for Winning Presentations?</li> <li>• What is my Action Plan?</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective learning in pairs</li> <li>• Individual review and assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of action plans</li> <li>• Scores against original aims</li> </ul>

Timing	Objectives	Content Outline	Methods	Measurement
10 mins	<i>Tipping Point and Close</i>	<ul style="list-style-type: none"> <li>• What is the one thing you will do now that will make the biggest difference?</li> <li>• Evaluation forms</li> </ul>	<ul style="list-style-type: none"> <li>• Group 'Ball' Exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of tipping points</li> <li>• Feedback</li> </ul>

### Follow up

- Coaching sessions with counsellors to review action plans
- Preview and review coaching and feedback on real presentations
- Bibliography