

Workshop on

**PRESENTATIONS AND
PUBLIC SPEAKING**

Professional skills module 3

23-26 February 2016

PROVISIONAL PROGRAMME



Module 3: Presentation and Public Speaking Skills

- Characteristics of successful presentations;
- Purpose, audience,
- Planning, structure;
- Language focus;
- Rhetorical structure;
- Chunking and pacing;
- Intonation;
- Dealing with questions;
- Nerves and stage fright;
- Presentations filmed.

Objectives

The purpose of this workshop is to help you improve your performance in delivering presentations and public speaking both in terms of the English language and communication skills. An important element of this course is also to address the issue of confidence in order to help you overcome any fears you may have of speaking in front of an audience. Your own knowledge and experience of the subject will also be of great value in group discussions and exchanging best practices.

Content

You will be led through a series of input sessions from the trainer which will allow you to reflect on your current practice and develop areas that you feel need particular attention. There will be plenty of opportunities to practise each point in various formats e.g. mini-presentations, discussions, controlled exercises. Each mini-presentation will have an observer, either the trainer or trainee, who has a list of criteria to observe and comment on at the end of the activity. The debriefing process is of great importance and you will be given advice on how to do this constructively in order to support each other in the learning process. The sessions lead up to the final day where you will be asked to deliver a short 10-minute presentation which will be filmed. The filmed presentation is particularly helpful in highlighting certain aspects of your performance.

Target group

The target group of the workshop are civil servants from the ReSPA Members and Kosovo^{*} who in their work need to, or will need to, give presentations in English to European institutions and other international organizations. Participants are required to have a good command of written and spoken English.

^{*}This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and ICJ Advisory opinion on the Kosovo Declaration of independence.

The role of the trainer and the learner

This workshop is based on a “hands on” approach to learning. This means that you will be given various tasks to help you perform effectively at a European or international level in English.

Therefore, the trainer will:

- introduce relevant language;
- call on your experience and provide additional tips on preparing and delivering an effective presentation;
- allow you plenty of time to practice delivering presentations on topics relevant to your work;
- help you become aware of the importance of voice, pausing, word and sentence stress, intonation and body language in presentations;
- provide guidance on how to overcome stage fright;
- highlight the importance of intercultural competency in working in a cross-cultural environment;
- help you evaluate your own and your peers' performance.

You, the learner, will need to:

- take responsibility for your own learning;
- be prepared to work in groups and actively share your opinions;
- complete the assignments and respond to the trainer's feedback;
- undertake any classroom activities.

We would like to maintain a relaxed atmosphere on the course - if you have any problems or special requests please feel free to talk to the trainer.

Methodology

We believe that teaching should be learner-centred and should help participants develop strategies that work both inside and outside the classroom. We recognise that learners have different aims, world knowledge, learning styles and experiences and that motivation is crucial to successful learning.

We seek to create an enjoyable learning environment in which participants develop their language, learning and study skills in order to enable them to use English in as wide a variety of situations as possible. At the same time, we work to provide opportunities for personal and professional development.

We value the different approaches, styles, techniques and personalities that each trainer brings to the classroom and encourage teachers to innovate, experimenting with new ideas and activities.

Workshop trainers

Louise Chamberlain has been an English language and communication skills trainer since 1992, with experience in Turkey, Italy, Poland, Belgium, Montenegro and Bosnia. She is currently based in Brussels as a freelance trainer working largely for the British Council and the Belgian Institute for the Federal Administration designing and delivering a variety of courses to civil servants and other English language trainers both within Belgium and abroad. She is particularly interested in the area of intercultural communication and actively keeps up-to-date with training developments to enhance her own training courses.

Mira Komlenović is an experienced trainer and facilitator with over thirty years of professional experience in the region. An expert in training of trainers, course design, training and facilitation and material development. Key areas of expertise: adult training methodology, intercultural skills and citizenship, communication skills, English language, professional skills (effective presentations, writing and formal correspondence, telephone communication, productive meetings, negotiations, lobbying, project idea development, team dynamics, interpersonal communication and relationship management). A Neurolinguistic Programming (NLP) practitioner with an extensive network of contacts and clients across Europe and in various sectors (government, NGO, education, culture, international organizations, corporate sector).

DRAFT WORKSHOP PROGRAMME

Time/Day	Day 1 (23 Feb)	Day 2 (24 Feb)	Day 3 (25 Feb)	Day 4 (26 Feb)
09:00 – 10:30	Introductions Course Objectives Attitudes and experience towards public speaking Characteristics of successful presentations	Rhetorical Structures 1	Voice 1: chunking and pacing Voice 2: Intonation	Presentation Part 1 with feedback
10:30 – 10:45	Coffee break			
10:45 – 12:30	Purpose Audience Introductions and conclusions	Rhetorical Structures 2	Body language	Presentation Part 2 with feedback
12:30 – 13:30	Lunch break			
13:30 – 15:00	Structure and signposting	Visual aids	Dealing with Questions Nerves and stage fright	Presentation Part 3 with feedback
15:00 – 15:15	Coffee break			
15:15 – 17:00	Presentation prep	Presentation prep	Presentation prep	End of Course Evaluations and Feedback