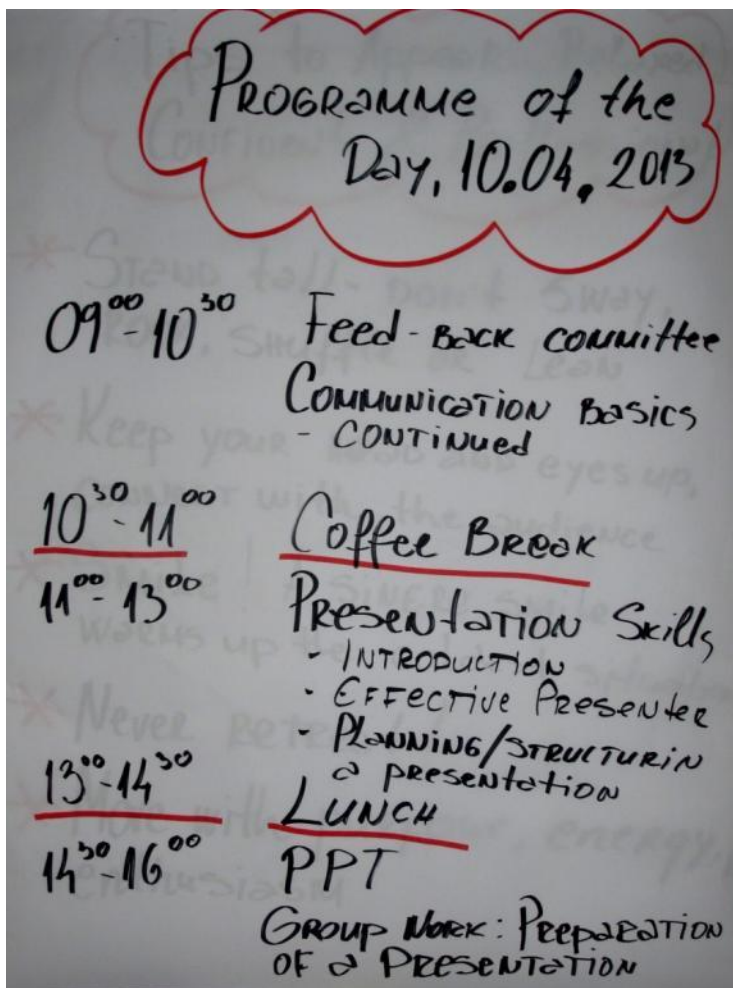


SWG Training course on communication, presentation, organisation of events and documentation

Day 2
10.04.2013
Wednesday



Programme of the Day, 10.04, 2013	
09 ⁰⁰ - 10 ³⁰	Feed-back committee Communication Basics - CONTINUED
<u>10³⁰ - 11⁰⁰</u>	<u>Coffee Break</u>
11 ⁰⁰ - 13 ⁰⁰	Presentation Skills - INTRODUCTION - EFFECTIVE PRESENTER - PLANNING/STRUCTURING a presentation
<u>13⁰⁰ - 14³⁰</u>	<u>LUNCH</u>
14 ³⁰ - 16 ⁰⁰	PPT Group Work: Preparation of a presentation

Naum as representative of the **Feedback committee** is reflecting on Day 1



The art of asking good questions is part of the facilitator's basic equipment. This also applies to the head of a meeting or the head of a working group or a council. **Good questions** are the key for a fruitful discussion



After these presentations in our dark conference room we urgently needed fresh air and an **energizer**. The running pillow was the right choice.



The next input and reflection:
**Feed-back as an important communication instrument,
Even more for moderators, trainers and decision-makers**



What the **receiver of a good feed-back situation** should reflect

and

the characteristics of a **BAD feed-back**



Zvonko started with our 2nd main topic: A good presentation always requires a good preparation. The following questions may us help to deal with our fears and problems...

Problems & Fears
with Presenting
Presentations you've made:

*1. What are usually your biggest fears?

attention, questions by non-competent audience, presentation → meet the needs of participants

*2. What problems have you had (or felt you had)?

- Long presentation - Time management
- Problems w/ technique
- Adequate preparation
- Appropriate Research

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* What do you like about presenting?

- Involvement - ideas shared with the audience
- Good atmosphere, applause
- Exercises

* What do you dislike about presenting?

- Monotony of the presentation
- Long sessions
- Lack of interaction
- Losing the topic
- Lack of visualization

1. Are we the adequate persons for the presentation

→ knowledge

- Time - will there be enough time
- The interest of the participants for the topic
- Interaction
- Defining the right target group
- Transfer the appropriate message (correct)

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2. Participants

- Conditions (physical)
- Ensuring participation

3. Chance to transfer the message

- Meeting new people
- Exchange of ideas

4. The Axis of the presentation - starting - ending point

- If I remember the main message the following day

...and give hints for an effective presentation.

Presentations you've attended

④

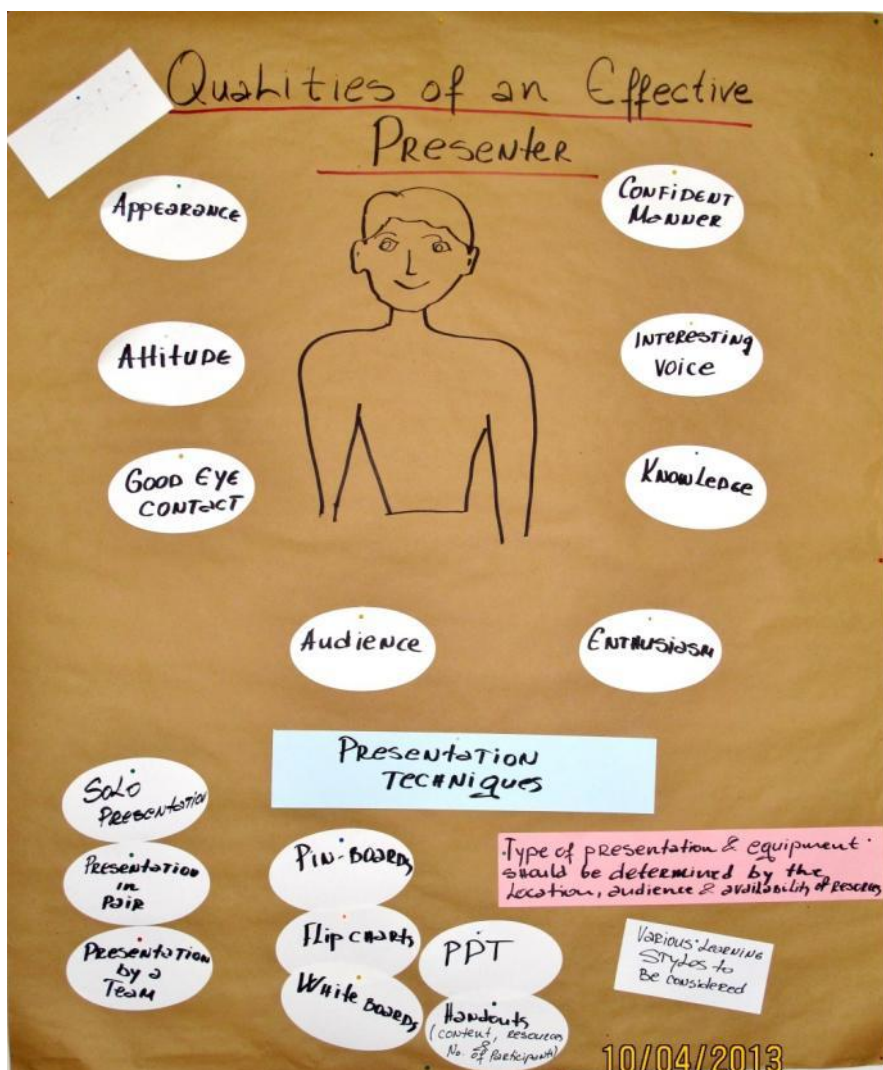
* Is there anything that defines an effective presentation for you?

- Linked with my background
- I am interested in
- The presenter → how he deals with the presentation

* What makes an awful presentation? What are the common problems?

- The Moderator treats the audience equally.
- Provoked to do additional research
- Open to questions

What are the qualities of a good presenter? If you consider all the aspects it becomes quite clear, that good presenting requires many skills, that can and must be trained



It's not only the content that counts...

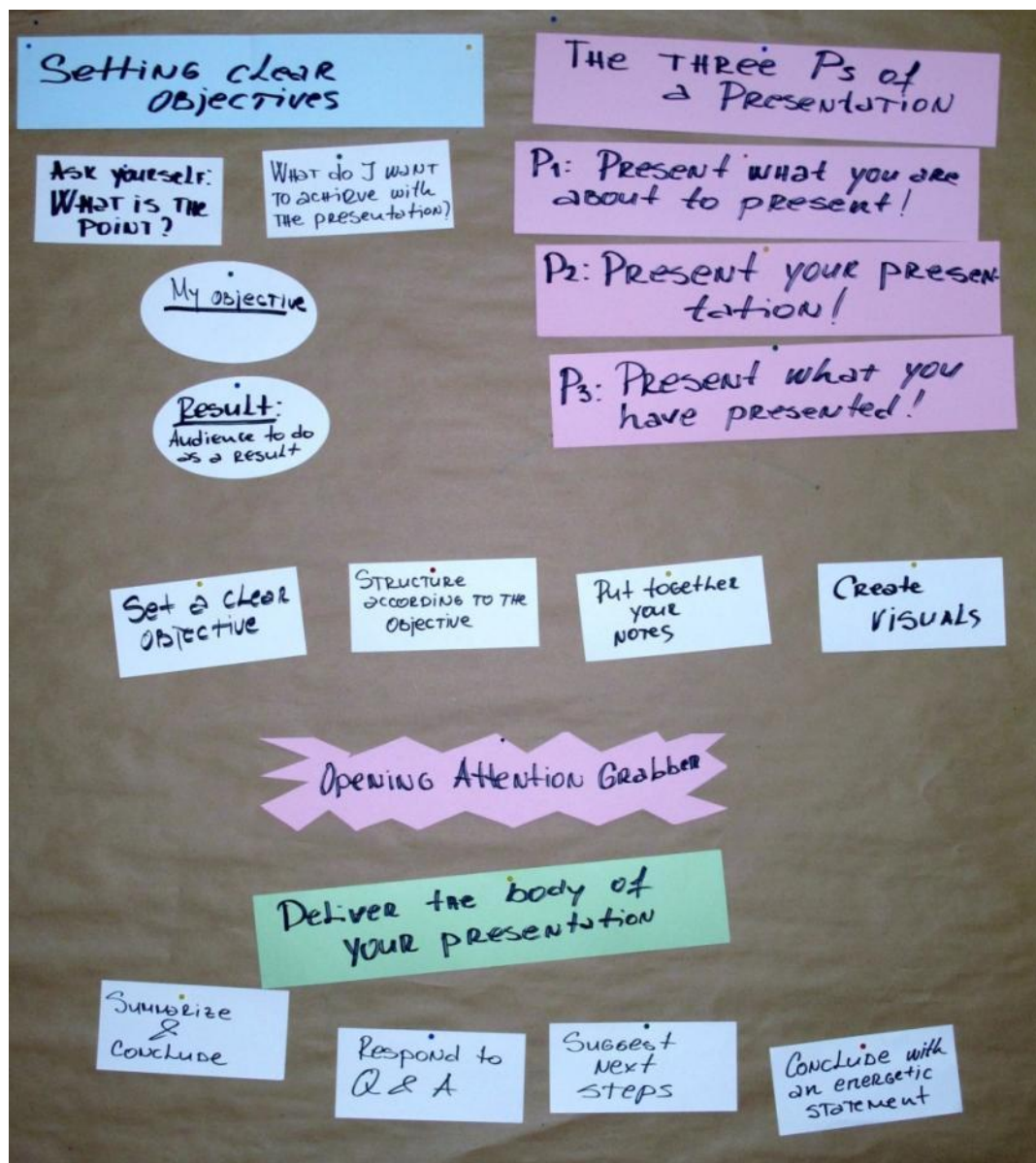


Tips to Appear Relaxed, CONFIDENT & Professional

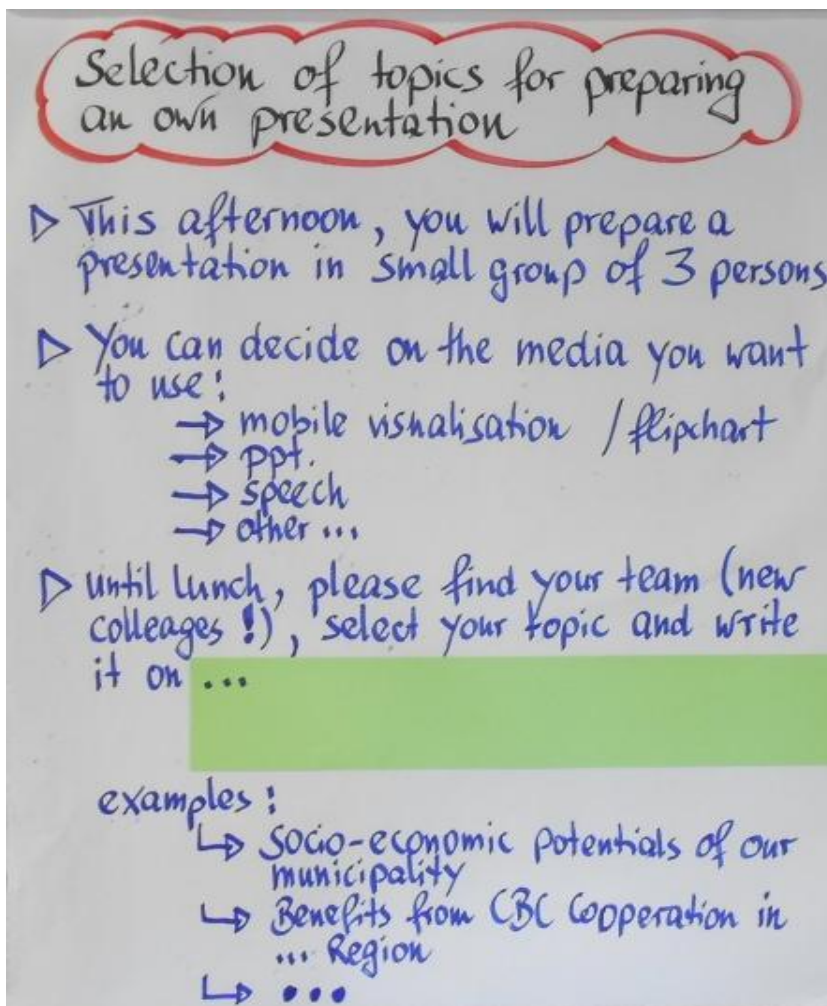
- * STAND tall- don't SWAY, ROCK, SHUFFLE OR LEAN
- * Keep your HEAD and eyes up, CONNECT with the audience
- * SMILE! A SINCERE smile WARMs up the coldest situation
- * Never Retreat!
- * Move with purpose, energy, enthusiasm

A good presentation needs a **clear objective**. The three Ps are really essential:

- 1st tell the audience, what you are going to present
- 2nd give your presentation
- 3rd tell them, what you have presented (core message)



In the afternoon session, participants divided into small teams to
prepare a presentation on a selected topic



Team I	Prespa Region & Centar da Razoj
Team II	Elderly day care centre
Team III	Dorcas Aid
Team IV	Public energy efficiency project

The second part of the afternoon the whole group
visited the Centre of Durrës

