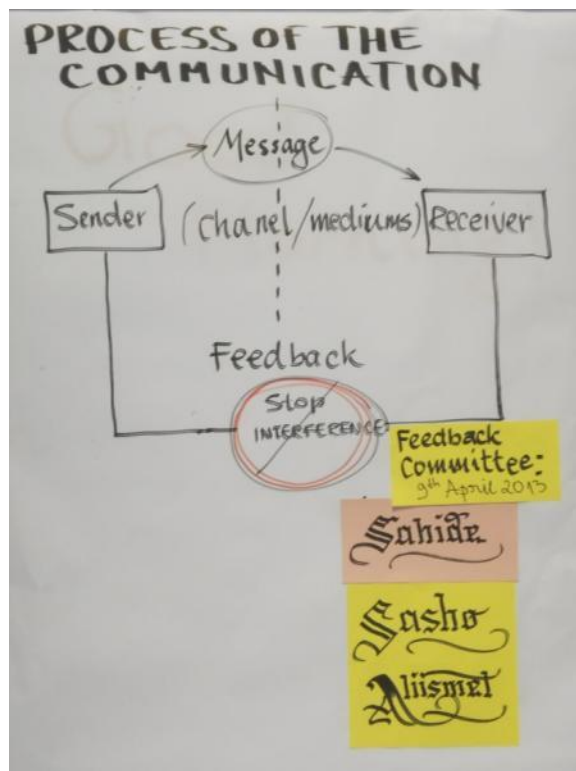
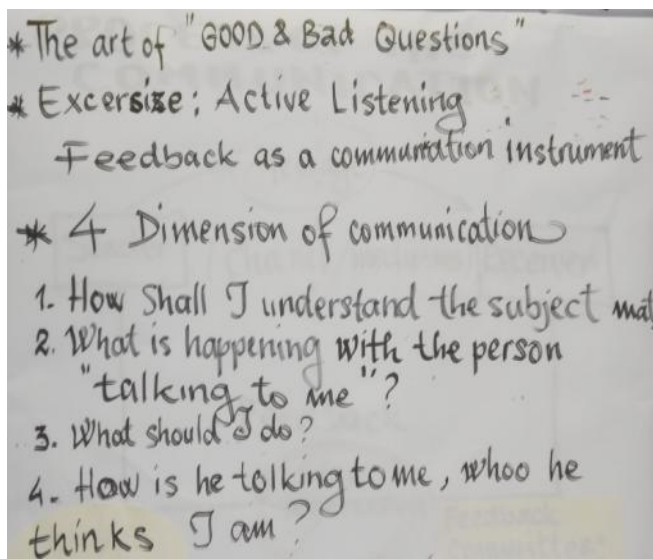
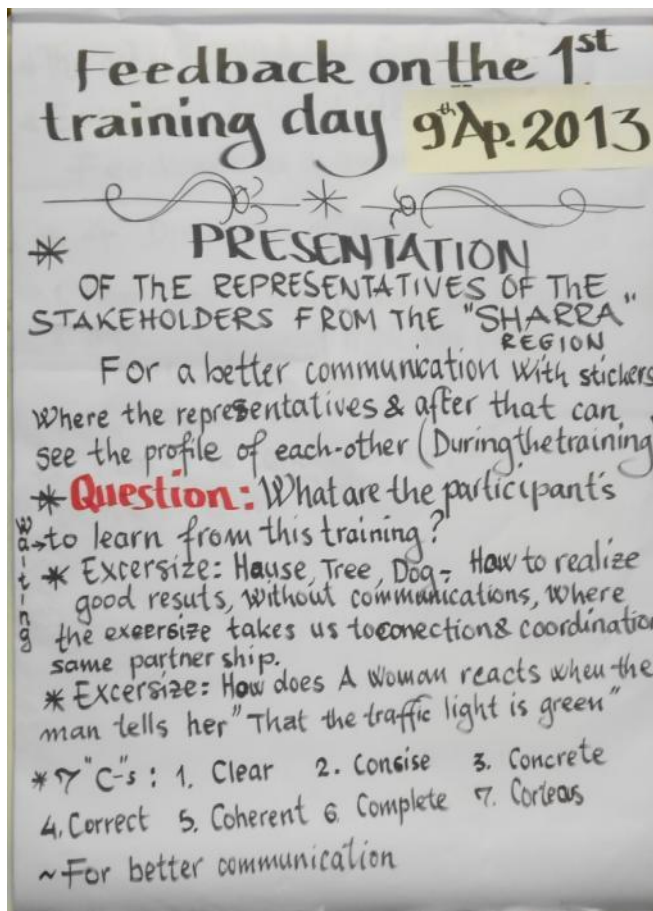


SWG Training course on communication, presentation, organisation of events and documentation

Day 2
10.04.2013
Wednesday

programme of day 10.4.2013	
09 ⁰⁰	feedback committee
09 ¹⁵	Exercise : "The Horse trader"
	
11 ⁰⁰	Presentation skills : objectives, techniques, structure Hints for using mobile visualisation
13 ⁰⁰ 14 ³⁰	lunch break
14 ³⁰	Group Work : preparation of own presentations
16 ⁰⁰	End of working session
	
16 ¹⁵	Departure of Bus to Durres City Centre Return of Bus Dinner in the Hotel

A representative of the **Feedback committee** is reflecting on Day 1



The horse trader

A horse trader goes to the market and buys a horse for **600,-€**

After a while, he sells the horse for **700,-€**

But as he liked the horse quite a lot, he buys it back for **800,-€**

Finally his spirit of trader prevails, and he sells the horse for **900,-€**

A „simple“ **communication and consensus – building exercise:**
 The horse trader

What is his profit?

- ▶ please, calculate mentally!
- ▶ write your result on a piece of paper and put it in your pocket
- ▶ wait for further instructions **without talking!**

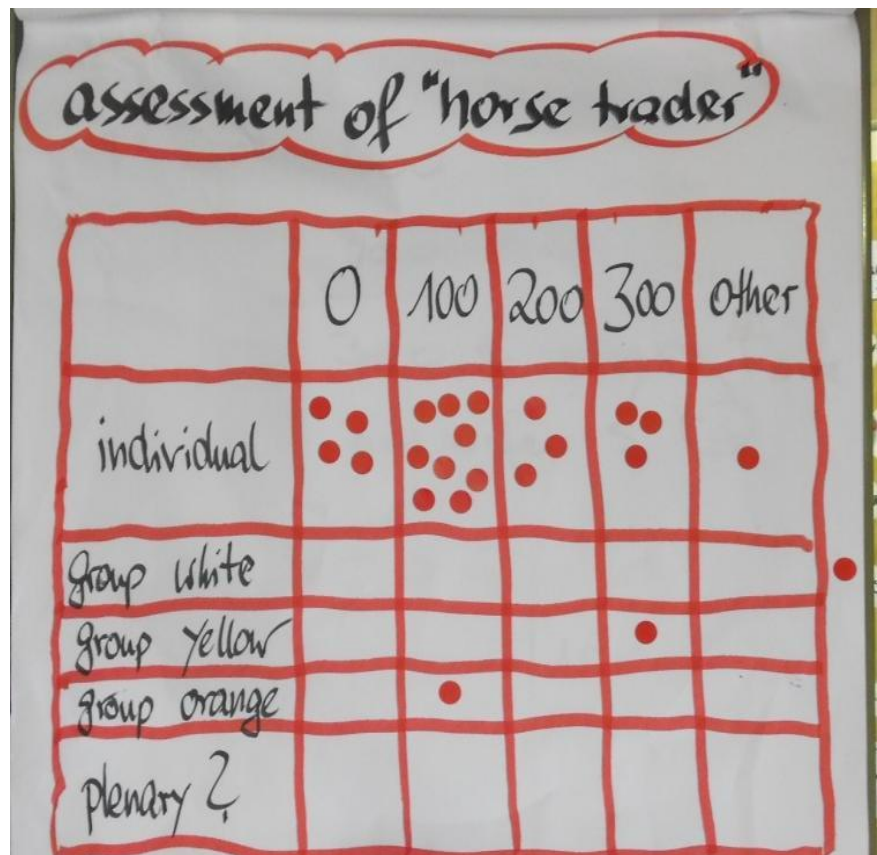


3 groups trying to find the right answer – by consensus

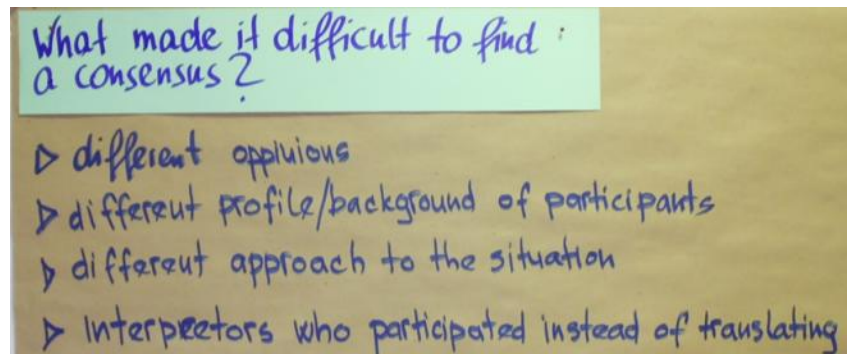




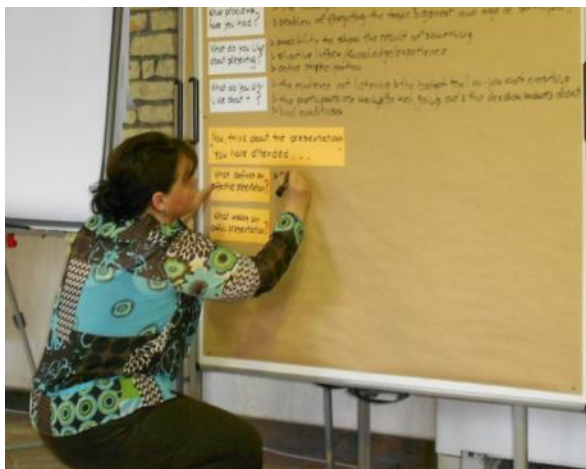
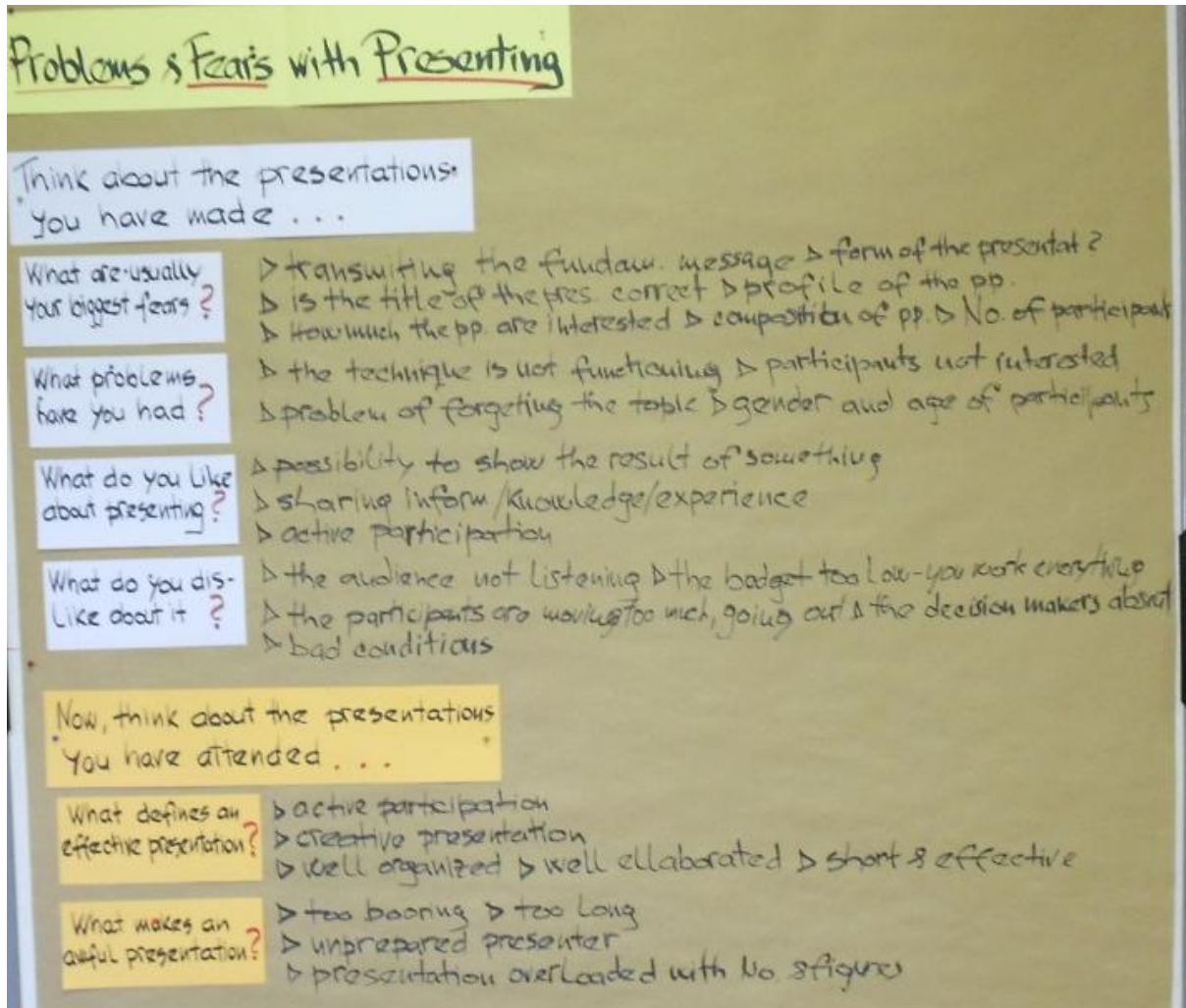
The **quantitative results** show the variety of different results. Only 2 groups agreed on a common result – but is it the “right” one?



Different ways of explaining and making the accounts

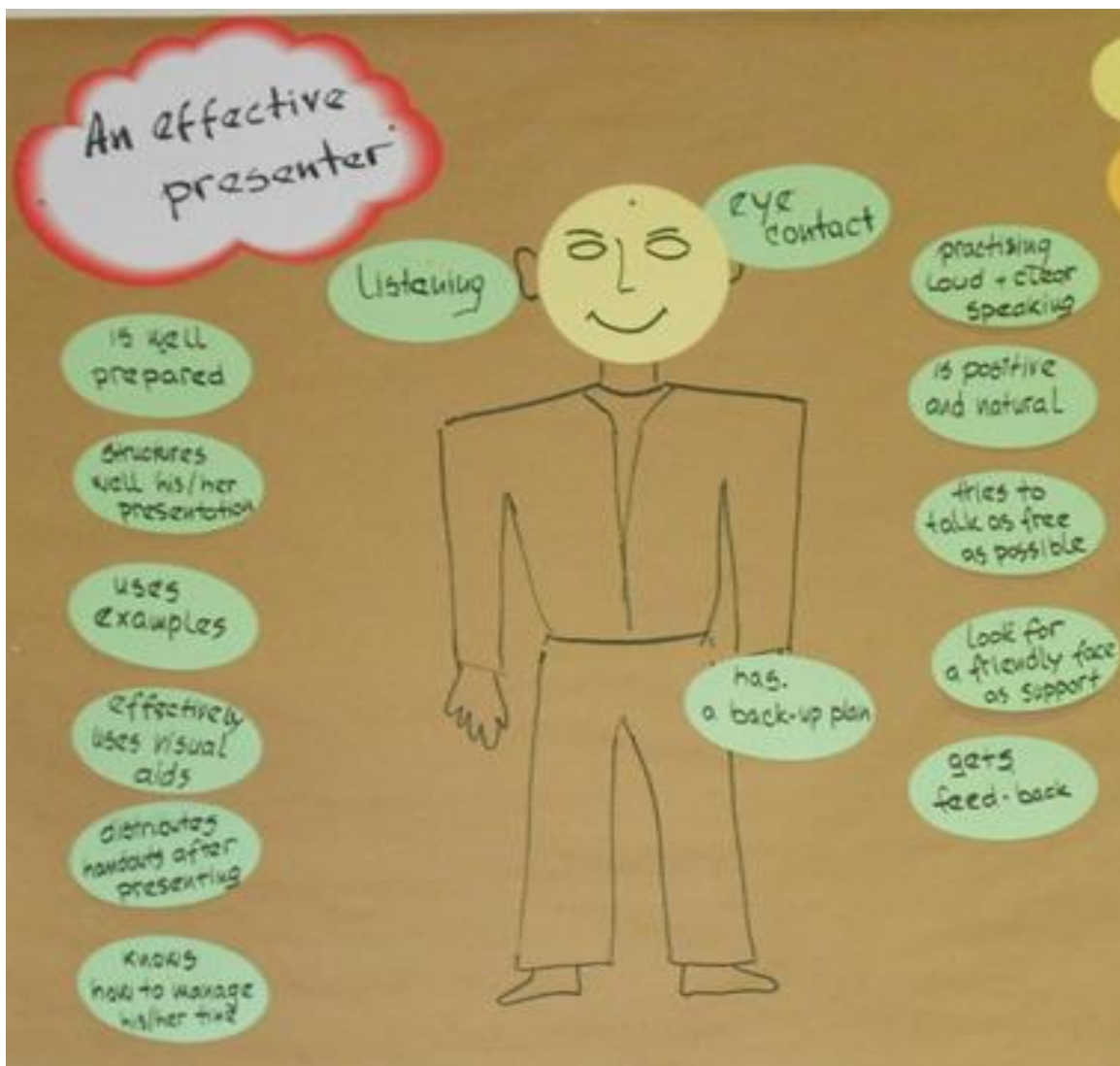


Irena starting with our second main topic:
How to plan and structure a successful presentation

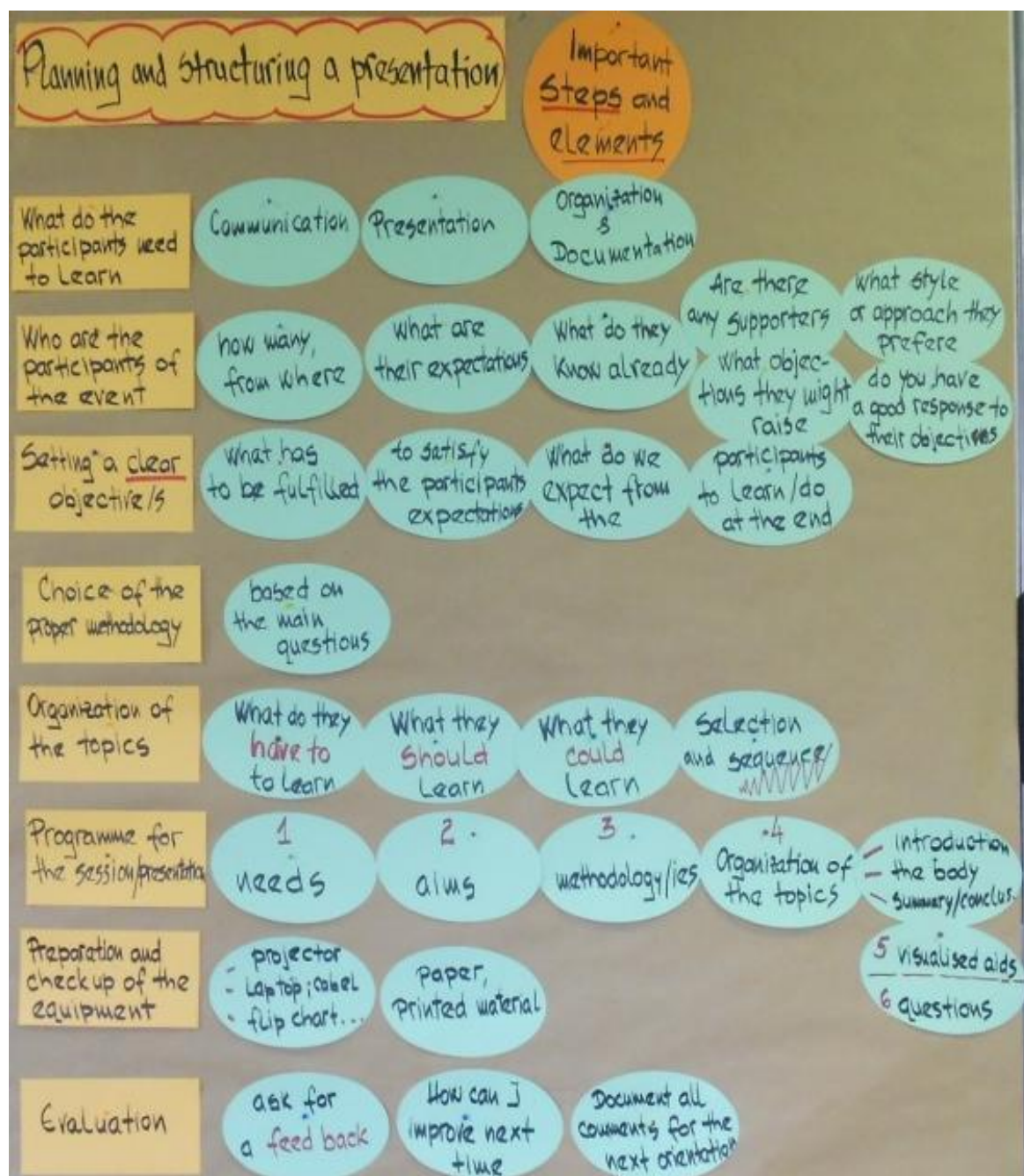


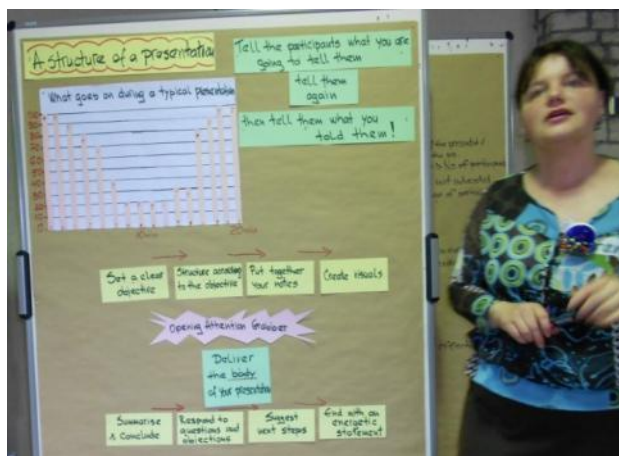
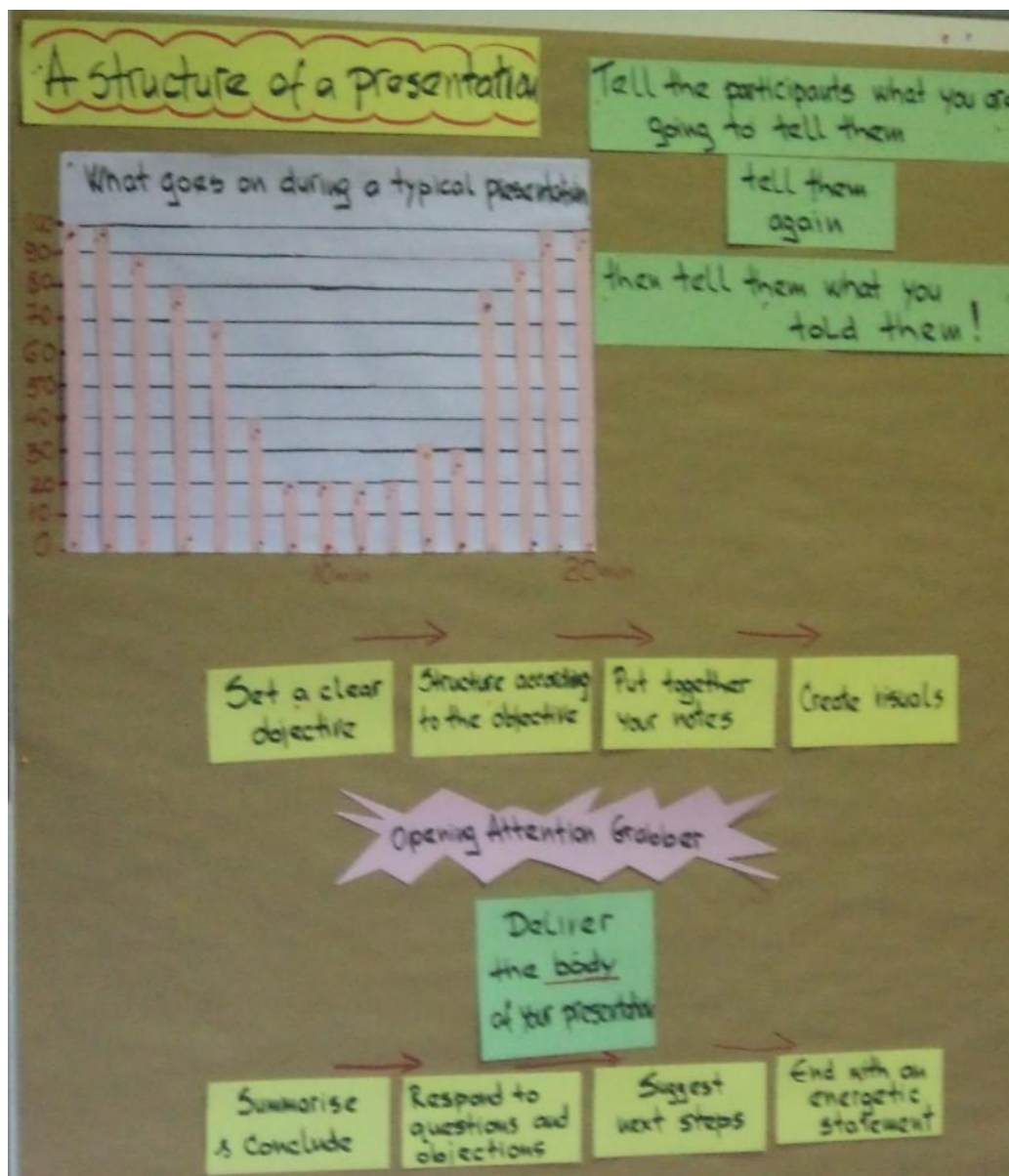
First collecting ideas from participants regarding **problems and fears when presenting in front of an audience**

What a **good presenter** should keep in mind:



Planning and structuring a presentation





Hints for using mobile visualization

- > Of the information that is remembered:
 - 85% is through seeing
 - 11% is through hearing
 - 4% is through the other senses
- > Researchers have found that:
 - Only 10% of presentation is remembered
 - Increases to 50% if visual aids are used
 - 70% if both visual aids and participation is used

Hints for visualisation

- stop: If you are writing in the one handwriting full of optical clarity...
- It will be difficult for others to read!
- From a certain distance 3-4 lines on one card!
- if you write too small or big enough but too thin, it will be difficult to read
- FOR MOST PEOPLE CAPITAL LETTERS ARE MORE DIFFICULT to read than small letters
- It is really not useful if the participants write novels on the card, but it is necessary to underline and formulate with concise ideas
- keyword
- One idea = one card!
- use colours and shapes to structure your presentation
- Colours are not only there to make it beautiful

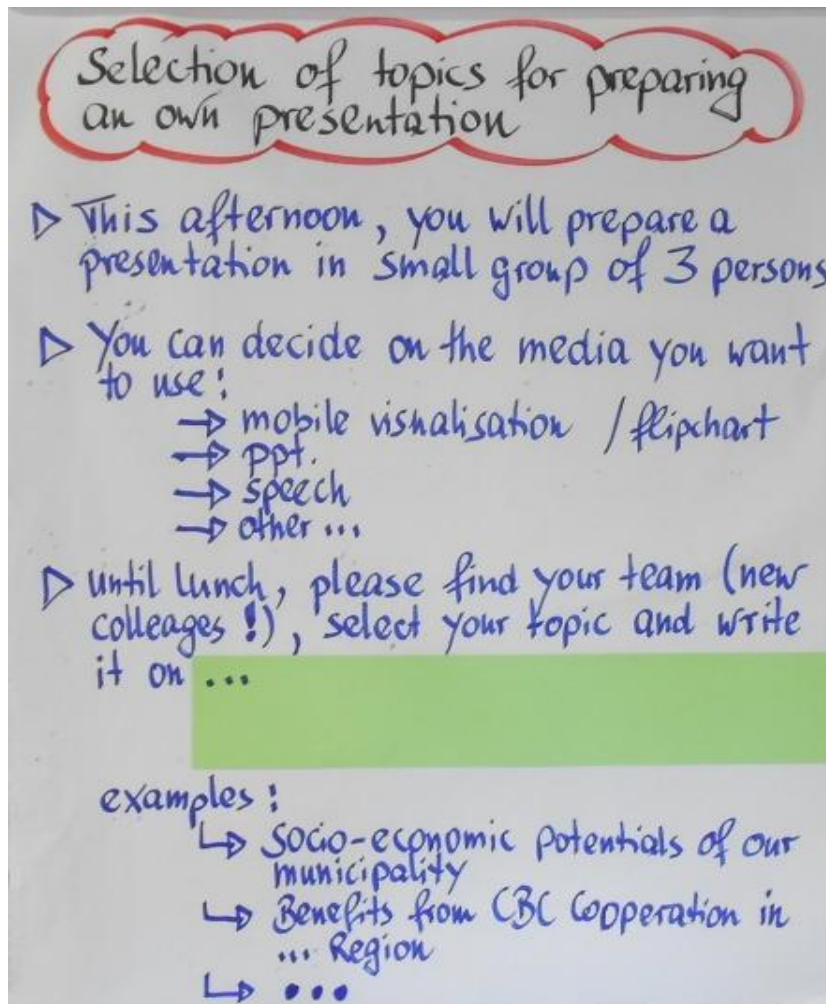
Materials used in mobile visualization

- > Pin boards
- > brown paper
- > PINS
- > flip chart
- > white paper
- > White board
- > markers (2 sizes with broad top)
- > symbols
- > signs
- > graphics
- > documentation equipment
- > glue
- > plastic sheets

Lines of connection

red markers only to stress something

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



Topics and Teams

Elaboration of a Presentation

Proposed topics

Team Members (2-3)

PLANINSKI TURIZAM
 "SHARA = TRANSVEZ ALA HEGOGASHA GRANICA OSNOVA"

SAŠA Three-lateral team AZEM

Regjionin "SHARPI"

AVNI NAIMI SELMANI

BRENDIMI I PRODHIMEVE QUMËSHTORE TË RAJONIT- POLLOG

SAHIDE GAJUR BESIM

Zhvillimi i Turizmit Rural

BAJRAM ENES BEKIM

Zhvillimi Rural në

ZAFIR BOJAN DARIJA

Kultivimi i bimëve medicinale

Astrit Arjola Majlinda

ZAŠTITA NA RİSOT

DUBRAVKA VOJKAN



Teams during the preparation



and during
coffee break

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

