

Presenting and Communicating Your Project



Workshop Outline

Introduction

This two day workshop is aimed at Project Managers who need to make professional presentations as part of communication and review of their projects. Whether a relative novice or an occasional presenter, the workshop is full of practical tips and ideas to enable attendees to build self-confidence and increase their personal impact in front of the Project Board or Stakeholders.

Workshop Aims

Participants will be able to:

- θ Calculate sufficient preparation time prior to making a presentation
- θ Design and build presentations with a clearly defined structure
- θ Practise using presentation tools such as OHP, flip chart etc
- θ Practise various stress management techniques used to channel nervous energy in a positive way before and during a presentation
- θ Use their own body language to create impact and positively reinforce a message
- θ Practise presenting in a safe environment and receive constructive feedback together with a video for personal review

Agenda

Workshop introduction
Introduction presentation
The four step process
Using presentation tools
Individual presentations and feedback
Giving and receiving feedback
The corridor accident
Dealing with nervousness and stress
Body language
Final presentation
Workshop review

Pre-workshop Activity

Attendees should prepare a 10-minute presentation on any (work or non-work) topic and bring it with them ready to present to the workshop.