

ACADEMIC PRESENTATION TECHNIQUES

2 . - 6 . 5 . 2022 BRNO , CZECHIA

TRAINING PLAN

DAY 1 - STRUCTURING THE PRESENTATION

09:00 – 11:00	<ul style="list-style-type: none"> - Presentation of the project, venue, trainers, programme - Getting to know each other - Presentation of the participants and their universities - Setting the rules
11:00 – 11:30	Break
11:30 – 13:30	<ul style="list-style-type: none"> - What makes a good presentation? - Structuring a presentation - Being on the spotlight – authentic & vulnerable

DAY 2 - PRESENTATION FOUNDATIONS - BODY, VOICE AND WORDS

09:00 – 11:00	<ul style="list-style-type: none"> - How does our body effects our presenation? - Body postures, gestures - Voice techniques and excercises - Tone, volume - Words, content and context
11:00 – 11:30	Break
11:30 – 13:30	<ul style="list-style-type: none"> - Johari Window, Feedback - 4 MAT model - Practicing presentation: about a happy moment in your life

DAY 3 - VISUAL AIDS

09:00 – 11:00	<ul style="list-style-type: none"> - Good old classics pt.I - PowerPoint - Mastering PowerPoint
11:00 – 11:30	Break
11:30 – 13:30	<ul style="list-style-type: none"> - Good old classics pt. II – Flipchart (Whiteboard) - Markers, colours, frames - Graphic facilitation - Practicing presentation: presentation about someone who inspires you

DAY 4 - GETTING ONLINE - MODERN HELP

09:00 – 11:00	<ul style="list-style-type: none"> - Online tools for modern presentations - Prezi - Mind maps - Scriberia, slides.com - Canva, Crello - Posters, Infographics – Piktochart, Infogram - Scribing - Basics of Webinars
11:00 – 11:30	Break
11:30 – 13:30	<ul style="list-style-type: none"> - Preparing presentation: a professional presentation using all techniques learned

DAY 5 - LESSONS LEARNED

09:00 – 11:00	<ul style="list-style-type: none"> - Working with stress - Getting ready for a presentation - Work-life balance
11:00 – 11:30	Break
11:30 – 13:30	<ul style="list-style-type: none"> - Delivering a final professional presentation using everything learned - Wrap up and final revision of the course - Final feedback - Graduation