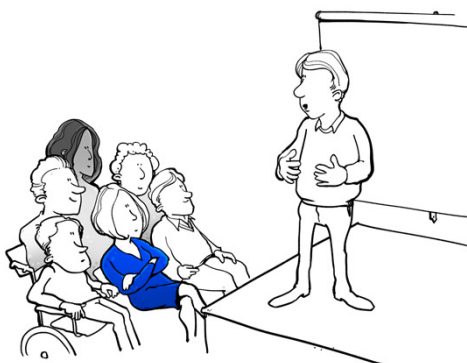




Presentation Skills



Interreg Project Management Camp
Gothenburg, 28 June - 1 July 2016

1



What are the differences between presentation and facilitation?

Presentation	Facilitation

2



Presentation challenges

1. What is the exercise?

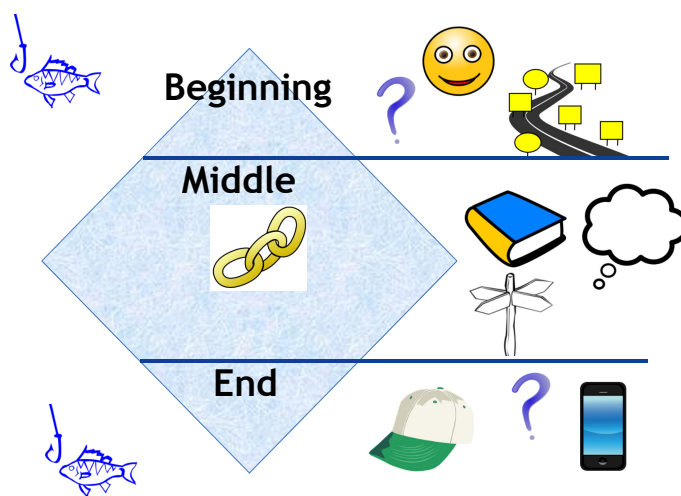
- To identify solutions for up to 3 things that could go wrong when:
 - Writing a presentation
 - Preparing logistics for a presentation
 - Delivering a presentation
 - Answering questions during a presentation

2. How will it work?

- Each table is allocated one situation
- 5 mins - Think of 3 issues and write on flip chart
- 10 mins - Next table writes solutions

3

Designing a presentation



4



3 essentials for delivering a presentation:

- **P**assion
- **P**ractice
- **P**resence

Carmin Gallo: "Talk like TED"

5



4Cs question handling technique

- **C**larify
Do you understand the question?
- **C**lassify
Why is the question being asked?
- **C**onsider
Who is the best person to answer the question?
- **C**ommit
Give your answer. Remember eye contact.

6



Presentation practice

1. What is the exercise?

- To practice delivering a presentation to explain key Programme terminology

2. How will it work?

- Split into 4 groups, 2 groups per room
- 45 mins (including break) - prepare presentation in pairs
- 10 mins - (max.) pairs presentation
- 5 mins - presentation feedback
- Repeat for other 2 pairs