

# **PRESENTATION SKILLS**

## **WORKSHOP GUIDE**



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## LEARNING OBJECTIVES

This course will help you improve your presentation skills.

This guide is designed for a manager or a facilitator to deliver a short workshop featuring videos from the Video Arts Workplace Essentials Series. Each video comes with a series of activities around the following structure:

**LOOK** - watch the video and reflect on the content and message.

**THINK** - activities and questions linking the video to their own experience and workplace.

**REMEMBER** - a summary of the key learning points.

Each section relating to the video will last around 15 minutes.

**ACTION PLAN** - At the end of the series of videos and activities delegates should be encouraged to share the most important actions they will take and record actions on their Personal Action Plan sheet.

## FEATURED VIDEOS

- Preparing to present
- Structuring a presentation
- Presentation tips

## VIDEO 1 – PREPARING TO PRESENT

### LOOK (play video, 3 minutes)

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Preparation is the single most important part of a successful presentation. Not only will good preparation ensure that you have thought carefully about the messages that you want to communicate, but it will also boost your confidence.

### THINK (10 minutes discussion)

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A lot of people naturally feel nervous before giving a presentation. Ask the group to consider what techniques might help you feel more confident?

Responses could include:

- Getting into the right frame of mind can help you dispel any fear you have about giving a presentation.
- First ask yourself why you're giving the presentation. See the presentation as an opportunity, not a chore. It's a chance to market yourself!

### REMEMBER (recap, 2 minutes)

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- Know your audience.
- Know what you want to say.

## VIDEO 2 – STRUCTURING A PRESENTATION

### LOOK (play video, 3 minutes)

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Aim to give a clear, well-structured delivery. Know exactly what you want to say and the order in which you want to say it. Use a framework for clarity and structure.

### THINK (10 minutes discussion)

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Ask the group to think about a good and a bad presentation they've attended. What made them good or bad? How do you think they could have been better?

Record their answers and suggest that using the POP model can help you structure a good presentation.

**Position** – set the scene by stating the current position: why are you giving the presentation?

**Options** – be objective when stating the pros and cons for each option.

**Proposal** – draw it together, make your recommendations.

**Conclusions** - justify the proposal.

### REMEMBER (recap, 2 minutes)

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- Position.
- Options.
- Proposal.

## VIDEO 3 – PRESENTATION TIPS

### LOOK (play, video 3 minutes)

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You might have written that winning presentation, but audiences are different and they have different objectives in mind when listening to you. Tailor your presentation to each audience.

### THINK (10 minutes discussion)

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Think about two presentations you have given or been to. Were the audiences different? How can you tailor your presentation to suit different audiences?

Record the group responses and suggest that no two audiences are the same, but you can tailor your presentation by:

- Recognising their objectives.
- Selecting your arguments carefully to meet their objectives.
- Use appropriate humour.

Using your natural voice:

- Speak steadily.
- Talk to the audience.
- Use eye contact.

### REMEMBER (recap, 2 minutes)

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- Tailor your presentation to the audience.

## PRESENTATION SKILLS – ACTION PLAN

Remind the group of the key learning points from this session.

Divide the group into pairs. Ask each member of the group to identify one specific action they will take to apply what they have learned when they return to work.

Ask for two or three examples. Bring the session to a close.