

Agenda: Effective presentation in the international context

FOR AIZ, 2024

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Time	Day 1: 08:30 – 17:00
Success factors and structuring a presentation	
08:30 – 12:30	Welcome and overview of participants and agenda
	Getting started: Our first presentation exercise
	What makes a successful presentation? The seven factors of success
	Coffee break
	Structuring your presentation <ul style="list-style-type: none"> • Answering the most important questions of the audience • Identifying the key message of your presentation • Using the pyramid principle • Using structure templates for short presentations
	Developing/editing your own presentation structure
Lunch break	
Visualising and using body language and voice	
13:30 – 17:00	Visualising your presentation <ul style="list-style-type: none"> • Avoiding death by PowerPoint • Creating visualisation charts that really make sense • Using PowerPoint flipcharts and pin-boards in the media-mix
	Developing / editing your own visuals
	Coffee break
	Giving a powerful presentation <ul style="list-style-type: none"> • Using body language and voice effectively • Being both professional and authentic • Dealing with nervousness and anxiety
	Looking at it with intercultural and gender/diversity glasses
	Preparing your own presentations
Check out Day 1	

Time	Day 2: 08:30 – 16:30
Giving a presentation and receiving feedback	
08:30 – 12:30	Check-in Day 2
	Presentation exercise (in small groups) with feedback
	Choose presentation on “your project” or “give an interesting insight into your expertise
	If requested: Video feedback possible for some presentations
	Coffee break
	Continuing presentation exercise with feedback
Lunch break	
Virtual and hybrid presentations and Open Space: Gender/Diversity	
13:30 – 16:30	Focus on virtual and hybrid presentations <ul style="list-style-type: none"> • What is different / what is the same as in “presence presentation”? • What do you need to bear in mind? (Tips and tricks)
	Coffee break
	<ul style="list-style-type: none"> • Open Space: Last call on presentation issues, if requested focus on Gender/Diversity
Evaluation and closing of the training	