

## **Presentation & Feedback Workshop - Combi-Workshop!** **Communication skills in English**

### **Training target & approach:**

The aim of this workshop is to increase confidence and professionalism when communicating in English in typical presentation situations. Participants will have the opportunity to reflect on their individual presentation style and explore ways of enhancing this. This combi-workshop has the two-fold aim of improving presentation & feedback skills in English. Participants will use their own presentations & receive feedback from the trainer & other participants. Presentations will be filmed.

### **Target group:**

Employees with experience in presenting. CEF level B2 to C1 Max group size: 6

## **Workshop in 3 stages:**

### **1. Pre-workshop meeting (90 mins)**

Meeting with participants to discuss & decide as a group which communication skills to focus on - chosen from menu below\*. We will also select which presentations participants would like to work on in the workshop. This stage is *very important* as the cooperation between trainer & participants means we can create very customized training for participants' specific needs.

### **\*Menu - communication skills**

Presenting:

- Editing slides for more visual & verbal impact
- Using English in a simpler and thus clearer way
- Presenting with more impact - keeping it interesting
- Highlighting important points when there are lots of figures
- Involving the audience - building rapport
- Raising awareness of body language
- Dealing with questions

Feedback:

- Giving & receiving feedback constructively using SBI (Situation Behaviour Impact) model.

### **2. Workshop itself (1 day - 7 hours @ 60 mins)**

### **3. Post-workshop**

Participants receive a 'hand out' from the trainer containing useful language structures and vocabulary used and developed in the workshop. Film material of presentations will be provided for personal review.