

Day 1

1. Introduction (1.00 hours)

- Introducing the workshop & your instructor (5 mins)
- Your first presentation exercise, 3 minutes about you (50 mins)
- Workshop brief, 3 legs (5 mins)

2. Content (1.00 hours)

- Detail & form of content (15 mins)
- How to organize and self-critique content (15 mins)
- Develop 5-minutes of content (pairs exercise, 15 mins)
- Describe content, each delegate allowed 5 mins (60 mins)

3. Presentation strategy (1.75 hours)

- Develop narrative (15 mins)
- Tell a 5-minute story (pairs exercise, 20 mins)
- Tell a story debrief (25 mins)

Lunch

4. Refine the story (1.0 hours)

- Editing & organizing (15 mins)
- Find your voice (15 mins)
- Video excerpts; the good, the bad, the ugly (30 mins)

5. On the day (2.25 hours)

- Taking charge; *this is your space!* (30 mins)
- Presentation Development & Delivery (pairs exercise, 45 mins)
- Presentation Delivery (class exercise 60 mins)

Day 2

6. Slide development (2.0 hours)

- Graphics (15 mins)
- Complex ideas, complex graphics (10 mins)
- Discussion (5 mins)
- Slide development (pairs exercise, 30 mins)
- Slide presentation (class exercise, 60 mins)

7. Word patterns (0.75 hours)

- Rhetorical questions, dramatic contrasts, tripling, formality 20 mins)
- Word patterns (pairs exercise, 25 mins)

8. Plan a presentation of your own work (0.75 hours)

- Develop the outline (individual exercise, 20 mins)
- Describe your outline (class exercise, 25 mins)

9. Review & Discussion (0.5 hours)

- Instructor led discussion (30 mins)

Lunch

10. Graduation (2.5 hours)

- Prepare a 10-minute presentation (30 mins)
- Presentation (class exercise, 120 mins)

11. Summary & Evaluation (0.5 hours)