

Making the most of your presentation

Usually 9:00 to 17:00
with sandwich lunch



A full day of concepts
for 15 to 25 participants

A gap of one to two weeks

so each participant can prepare
an oral presentation for practice

Usually 9:00 to 12:30
and/or 13:30 to 17:00



Half a day of practice
for each practice group
of four to six participants



As solid support, each participant receives a copy of *Trees, maps, and theorems*, our acclaimed book about "effective communication for rational minds."

Our most demanded program on effective oral presentations combines a full day of concepts with half a day of practice. Though compact, it lets us cover all aspects of presentations in reasonable depth and lets participants sharpen their skills by creating and giving a presentation in a supportive setting.

For concepts, we run a directed discussion in plenary group about structure, slides, and delivery, as well as stage fright. This discussion builds on the experience of the participants (as speakers or as audience members) and on sample slides collected ahead of time from participants to ensure relevance. This highly interactive approach is effective and appreciated: it is strongly rooted in the participants' reality, self-adapts to their current level, accommodates inhomogeneous groups, and makes for an engaging and pleasant learning experience.

For practice, in contrast, the focus is on individual attention. Following the day of concepts, each participant must create an oral presentation, deliver it within a small practice group, and receive feedback on it from the group and from one of us. Participants learn first-hand by delivering their presentations, but they learn just as much, if differently, by critiquing others, thus anchoring all the concepts discussed during the first day.

Among success factors, we must receive a list of participants (with their e-mail addresses) three weeks before the concepts, so we can contact them to collect sample slides, and we must run all the sessions in a flexible room of the appropriate size. We must be able to remove all tables and set up chairs only, and we need a bright, high-resolution projector (and screen) and something to write on, such as a whiteboard or flip chart.