

#8 Presentation

A GOOD PERFORMANCE

In this unit, the basics of a good presentation are discussed. Through practical exercises, the trainees can immediately try out what is important for successful realisation. The evaluation in the group reveals strengths. The trainees also receive tips on what they can do better next time!

PROCESS

No.	Content	Time	Material
1	Warm up Idea 1 Idea 2	10 Minutes 20 Minutes	Questions Handout „Introduction“
2	Definition	10 Minutes	
3	Helpful tips	20 Minutes	Handout „Presentation and Rhetoric“
4	How to deal with excitement?	5 Minutes	-
5	Practice makes perfekt	45-60 Minutes	

1. WARM-UP

Idea 1: Ball bearings (for larger groups)

This warm-up gets the trainees talking! Two circles are formed. Some people stand on the inside of the circle, the others on the outside. The inner circle turns to face the outer circle. Each person stands opposite another person. Now one question after the other is asked (How do you cook your favourite meal? Tell us about your best experience ...). Both people should talk, but try to keep it as short as possible. Soon the next question is asked and the outer circle turns and switches to the next person!

Idea 2: Short presentations in 100 seconds (for smaller groups)

The trainees always go together in pairs. They are given a handout with various questions. They ask their team member these questions. They have 5 minutes per person to prepare. Each person has 100 seconds to introduce the other person.

2. DEFINITION

Many people are familiar with presentations from school. A successful presentation is not only about the content, but also about good rhetoric.

Rhetoric means "the art of speaking". There are various stylistic devices or methods that can be used to make a speech or presentation appealing.

Together with the trainees, we consider the basics and rules for presenting.

For this purpose, the outline of a person can be stuck on a large poster and the trainees are given pieces of paper and pens on which they can write down the rules. They stick the tips to match the body (for example, standing firmly on their feet).

Questions for the trainees:

What presentation rules do you know?

What is important when giving a presentation?

3. USEFUL TIPS - PRESENTATION AND RHETORIC

Here is a brief overview of the tips. The tips are described in more detail in the attached document.

Either the short version or the detailed version can be discussed with the trainees.

Question for the trainees afterwards:

What tips do you find helpful? What can you add?

* Eye contact

It is important that we look our listeners in the face. There are people sitting in front of us and not just a crowd into which you "say" something. You have something important to say!

*** Secure footing on both legs**

How you stand has a big influence on your impact. Stand with both legs parallel to each other on the floor. They shouldn't be too far apart, but they shouldn't be right next to each other either. Don't cross or knot your legs. This makes you look very insecure.

*** Use your hands**

Das The biggest problem we usually have is with our hands: Where should they go when you say something? Sometimes we have something in our hands: the moderation cards, a microphone, ...

If you don't have anything in your hand: Think about how you can use your hands to support your presentation!

No Gos:

- * Hands in trouser pockets
- * Crossed arms
- * Handy on hips
- * Pointing the finger at individual listeners

*** Clothes**

We usually have a sense of what we should wear. Nevertheless, it is important to consider what is the right outfit for the occasion.

*** Language**

No matter where you are speaking and how many people are listening to you: Everyone should understand you. Both acoustically and in terms of content.

Speak in simple, short sentences. And speak vividly: we remember content much better if we can visualise it well. Think about how you can make your presentation more vivid with a picture or object. Or even better: get people actively involved.

*** Feedback**

Vielleicht gibt es die Möglichkeit, dass jemand deine Präsentation beobachtet und dir eine Rückmeldung gibt. So kannst du deine Rhetorik verbessern!

*** Resources**

Moderation cards are very helpful in order not to lose the thread during the presentation. Here are a few helpful tips:

- * Card size: minimum DIN A6, maximum DIN A5
- * Use slightly thicker paper
- * Label the cards on one side. This looks better and won't confuse you when changing the cards.
- * Moderation cards are not reading texts. Present your content as freely as possible. The text on the cards is only a mental aid!

4. HOW TO DEAL WITH EXCITEMENT?!

Nervousness or excitement is completely normal! But it is an unpleasant feeling. It makes you want to lock yourself away somewhere until it's over!

However:

1. Nervousness is important and valuable.
When our body is tense, more adrenalin is produced. This makes us more alert! We perceive everything that happens around us much more clearly. This is useful for the presentation: we don't just stubbornly do our thing. We can perceive much better how our environment reacts. This enables us to respond better to these reactions.

2. What could possibly happen to you?

Nervousness won't do you any harm if you are well prepared. You've thought about what you want to say. You've written down the most important things. And you've prepared the room in good time. If you slip up or lose your train of thought, it's no big deal! Nobody is perfect!

3. Smile:)

Ask someone you trust to support you beforehand. Sometimes people who are listening to you don't look directly at you. Then it helps to have someone who smiles at you. The positive aura motivates and encourages you!

5. PRACTICE MAKES PERFECT!

Now it's the trainees' turn! They are allowed to choose one thing to present from various subject areas.

Suggestions for the exercise:

- You explain a game during a leisure activity
- You welcome the trainee group and explain today's topic
- They present a topic or project that interests them (sport/society/fashion/politics/food/psychology/...)

Preparation:

It is important that the trainees realise what their task is. It is not about giving a presentation with perfect content. The trainees should practise standing in front of a group and presenting something. They have 15 to 20 minutes to prepare their presentation. It should not be longer than 3 to 5 minutes.

For this exercise, the group should be as small as possible: 4-5 people maximum.

If the group is larger, it might make sense to split it into 2 groups for this exercise. On the one hand, it is a more protected setting

for those presenting. And on the other hand, the time for the presentations and the evaluation is shorter.

Presentation:

At the beginning, the situation in which the presentation will take place is briefly explained. Then the trainee passes the presentation.

At the end, the trainee should be applauded, which relaxes the trainee and lightens the mood ;)

It can be discussed with the trainee whether the presentation can be recorded. This is a big effort!

But watching it after the presentation is the best way for the trainees to learn from it.

Evaluation:

After the presentation there is a short evaluation. It is helpful if each trainee observes one or two points in particular. For example, one person can pay particular attention to the facial expressions and gestures of the presenter. Another person pays attention to the voice and speed. This keeps everyone involved. The tips on rhetoric and presentation can be helpful.

Structure of the evaluation:

1. The person presenting mentions how he or she feels and what he or she noticed.
2. The observers express their impressions. First the positive and then the tips.
3. If the presentation was recorded, it is viewed together. This allows the person who gave the presentation to get an impression and categorise the feedback.
4. The employees summarises the feedback again.
5. The person who received the feedback briefly says what helped and what they would like to tackle.

Closure

If the group has been split up, it is important that there is a short closing together.

This can simply be a short round of what they found helpful today and what they are taking with them and what they are leaving behind.

6. THE ONE-ON-ONE CONVERSATION

Discussion impulses:

1. Do you like standing in front of a group? Or do you feel uncomfortable? Why?
2. What topics would you like to be really well versed in?
3. What can others learn from you?

7. GOOD QUESTION!

Are you jealous of other people if they can speak in front of many people or if they are very popular? How can you deal with it?

Yasin Adigüzel
Vanessa Gunesch