
Project Presentations

A one day programme

What is a project presentation? To start with, it is not a lesson and the presenter cannot think of their role in terms of a teacher. None of the audience is going to sit an examination and answer questions on the presentation. A presenter cannot set them homework, give individual attention to backward pupils, or stop to give a quick test to see who has been paying attention. Project presentation is about selling ideas and persuasion, in either the written or the verbal form. We give an insight into the preparation of a project report so that it gives impact and sells your ideas. You will gain an understanding of how to design, plan and deliver a verbal project presentation, and become aware of the importance of marketing an idea.

Key elements of project presentations

Presentations, especially presentations relating to a project, have to be both informative and uplifting in order to succeed. Good presentations sell ideas, give people new perspectives and send them away feeling well informed and enthusiastic about the tasks ahead. To achieve these very desirable results a presentation has to have a clear objective and have that objective clearly spelt out. Having defined the objective a presentation plan is required to lead the audience from their present position to the position that favours your project.

On the other hand, there are presentations that must deliver bad news. Presentations that relate to problems must be honest and forthright, with no bull! An honest appraisal of a bad situation needs following up with an assessment of the consequences and an action plan to correct the situation with alternative solutions. Do not attempt to apportion blame; unless it was your fault and you use the presentation to admit your mistake, just concentrate on the solution.

The programme enables participants to:

- Design project reports that give impact
- Deliver verbal project presentations that are professional and meaningful
- Become aware of the importance of marketing as a precursor to giving any project presentation
- Appreciate the need for planning and organisation that is essential to a good project presentation

Learning outcomes:

At the completion of the programme, you will feel confident in presenting your ideas, knowing that they have a solid professional foundation. You will also feel more at ease when delivering a formal presentation to others.

Programme Agenda

Written presentations

Preparation
Layout
The sections of a project report
Table of contents
The introduction
The body of the project report
Conclusions
Summary
Proof reading
Effective writing

Preparing a presentation

The objective
The Audience
The structure
The duration
The opening
Connecting with the audience

The schedule

What shall we do?
What shall we say?
Project briefings
Production of the presentation
The stagger through
The run through
Dress Rehearsal
Presentation to only one or two people

Delivery

Un-scripted presentation - the problems
Visual aids using PowerPoint
Time planning
The best way
Spoken Vs written English
The audience's level of knowledge
Delivery
Mannerisms and distractions

Audience and venue

Fielding questions
What if things go wrong?
The problems during the dress rehearsal
Having an inquest afterwards

Typical delegates are:

Project Managers and project team members who want to improve their presentation skills and how to apply these skills to the project environment.