



INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

Interdisciplinary Programmes

Academic year 2019-2020

Best Practice Communication and Presentation Skills

MINT139-2 - Autumn - 3 ECTS

25 & 26 October 2019

Friday from 12:15 – Rooms S3, S1

Saturday from 9:00 - Rooms S3, S4

Course Description

This is a skills-based and highly interactive workshop, run by the directors of an international communication and executive coaching consultancy. It introduces students to the skills and techniques that they will require for the delivery of confident, effective and authoritative presentations during their academic careers and beyond. Working on their individual and group presentation skills, students will learn:

- i) how to enhance their own individual communication styles.
- ii) how to structure content effectively depending on the objective of a presentation.
- iii) how to develop and deliver cohesive and impactful team presentations.

All presentations will be filmed, with feedback/critique sessions from the trainers.

> **PROFESSOR**

[Susan Laverick](#)

[Lizzy Bagnall](#)

Syllabus

Course Requirements

Requirement 1

Attendance and active participation in all parts of the two-day workshop is required.

Requirement 2

Over the two days, students will be expected to prepare and deliver presentations (both individually and in their groups). Evaluation will be based on individual performance, active participation, evidence of positive communication and group collaboration throughout the workshop, and full contribution to the group presentations.

Course Evaluation

This course depends on active participation in all aspects of the workshop – including providing feedback to others, preparing individual presentations and group presentation exercises on day 2 (based on topics relevant to the field of study)

1. Active participation and contribution to the workshop = 50 %
2. Performance in individual and group work. = 50%

Course material

There is no course material as this is a skills-based and highly interactive workshop.

Overview of the programme

The Programme:

Day 1

The focus will be on the individual participants' communication styles and on learning how to structure content effectively depending on the objective of the presentation.

Day 2

The focus will be on how to prepare and deliver a cohesive and impactful team presentation, building on the skills developed in Day 1 and learning how to handle Q & A.

Objectives of the workshop

The workshop aims for the following outcomes, so that students can:

- Develop an authoritative but authentic and conversational style, however large/critical the audience.
- Communicate at the highest level with improved consistency.
- Structure messages to influence a range of audience types, including skeptical audiences and highly knowledgeable audiences.
- Learn techniques that will persuade and influence.
- Stimulate interaction and discussion with the audience.

- Effectively manage Q & A