

Advanced Presentation Skills

- two-day workshop for BuildMoNa doctoral candidates -

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(location: Chemistry building, room 102)

How to give successful oral presentations in the natural and related sciences? The present workshop (held in English language throughout) aims at an improvement of the presentation skills of graduate students. Besides a short review of the basic foundations of successful oral presentations, the workshop will cover advanced methods and techniques for preparing and performing oral presentations with special focus on the particular setting at international scientific conferences. As a major element of the workshop, the attendees will jointly prepare and practice their yearly progress report presentation in front of their colleagues and advisors. The presentation at the report meeting will be monitored by video and thoroughly analyzed in group and plenary discussions with the colleagues on the second workshop day. With the goal to reach an advanced level, the attendees should have basic experience in giving oral presentations, e.g., from the workshop „Erfolgreich Präsentieren“, and should have a fair knowledge of the English language.

time schedule

day 1: 5 October 2009

09:00 – 09:10	welcome and introduction of the workshop
09:10 – 09:45	common definition of the workshop goal
09:45 – 10:30	instruction I (advanced presentation techniques)
10:30 – 10:45	<i>coffee break</i>
10:45 – 11:30	practice I (preparation and planning of the report presentation material)
11:30 – 12:00	discussion and evaluation of practice I
12:00 – 13:00	<i>lunch break</i>
13:00 – 13:30	instruction II (elements of successful presentation)

13:30 – 15:30 practice II (aims and strategy for student presentations)
15:30 – 16:00 *coffee break*
16:00 – 17:00 discussion and evaluation of practice II
17:00 – 17:30 feed-back and end of the day

day 2: within the BuildMoNa Workshop for Doctoral Candidates 8-9 October

08:30 – 09:00 instruction III (goals and interaction with the audience)
09:00 – 15:30 presentations at the yearly progress report meeting (video monitoring)
15:30 – 15:45 *coffee break*
15:45 – 17:15 discussion of presentation in groups
17:15 – 17:45 final feed-back