

Presentation Skills



Course Manager: Ceca Bunjevac

Lunch and coffee are not provided by EUROCONTROL and shall be covered at the participants' expenses

DAY/TIME	09:00	10:00	12:00			16:30
Day 1		Course Introduction	The Presenter	Visuals	Planning and Structuring a Presentation	Tips
Day 2	Designing and Developing a Presentation			Designing and Developing a Presentation cont'd	Delivering a Presentation - Practice	
Day 3	Delivering a Presentation - Practice					

Flexible delivery possibilities:

Day 1 - delivered in one go for up to 15 participants – 5.5 hrs content duration. At the end of the day explain the “virtual day” 2 and set date for Day 3.
 “Virtual” Day 2 – presentation prep done at participants convenience (spread through few days), done from their office or while teleworking – 5 hrs planned
 Day 3 – presentation deliveries planned for the date agreed at the end of day 1. Effective duration about 5 hrs if up to 8 participants. Upon presenting each participant is given structured and thorough feedback