

## **Effective presentation and communication for a successful graduate student project**

Do you want to enhance your communication and presentation competency? Do you wish to improve your self-management strategies and practice powerful communication and facilitation tools? If so, this workshop is for you!

We will talk about key elements of a convincing presentation and you will learn how to deal with common pitfalls before, during and after a presentation. Similar aspects apply to team communication in general: what to do when being attacked, how to deal with difficult people or nasty questions, how to respond to destructive behaviour of others, how to self-manage once you are part of a conflict and how to use giving or asking for feedback as an effective communication and facilitation technique.

At the end of the workshop you will be familiar with a bunch of tools that are useful for giving successful presentations as well as establishing clear communication, constructive dialogue and cooperation thus preventing difficult situations from getting destructive.

### Discussion points

- How to prepare and give convincing presentations
- Dealing with nasty questions
- How to ask for feedback
- How to give feedback
- The art of saying "NO"
- How to deal with "difficult" people
- Managing difficult conversations

### **Methods**

Trainer input, demonstrations, exercises, role-playing games, group discussions, video clips, feedback. You are invited to bring your own examples and cases.