

WORKSHOP ON PUBLIC SPEAKING PROGRAMME AND SCHEDULE

Belgrade, 21-22 April 2017

DAY 1 - Friday, 21 April

17.00-17.15 - Introduction to the workshop

Introduction to Ms Mary Murphy who will facilitate the workshop, ‘tour de table’ of participants, and review of expectations. The focus for the two days will be on learning by doing.

17.15-17.45 - The key elements of good communication

Participants will be split into two groups to brainstorm the elements of a good communication and the characteristics of a good communicator. Key to this is an understanding of ‘the ask’ and giving the audience a ‘reason to care’. This session will also look at what is expected of a public speaker.

17.45-18.30 - Feedback (theory)

This session looks how to give and receive constructive feedback on how we communicate, using presentations as a medium.

18.30-18.50 - Coffee break

18.50-20.00 - Feedback (practice)

Reviewing videos of speeches and presentations as practice for giving feedback. Feedback will be structured in narrative format focusing on what went well and what could have gone better. Participants will also give impromptu presentations for group feedback.

DAY 2 - Saturday, 22 April

12.00-12.30 - Structuring our message

An introduction to simplicity and ways to make our communication clearer and more concise, this session will also look at the power of punctuation and the importance of adapting English to a multinational audience.

12.30-13.15 - Vocal variety

Audience engagement is key. It is vital that the speaker create a rapport with their audience using eye contact and vocal variety. This session will explore the practicalities of varying speed, volume, and tone with an opportunity for participants to experiment.

13.15-13.45 - Body language

So much of what we say is said without words. This session looks at how and what we communicate through body language with an opportunity for participants to experiment.

13.45-14.30 - Presentations (1)

Participants will present their prepared 3-minute speeches/presentations for evaluation and feedback.

14.30-15.15 - Coffee and refreshments break

15.15-16.45 - Presentations (2)

Participants will present their prepared 3-minute speeches/presentations for evaluation and feedback.

16.45-17.00 - Evaluation, final remarks, handing out the certificates