



Softskill-Seminar **Posters, Presentations and Speeches**

Trainer

Derek Handley

Freelance science writer, editor and communications consultant
Communications training and career-building workshops
Extensive experience with corporate and academic clients

Aim

Presentation consists of several skills: preparing the poster, slide deck or other materials; preparing the speech; writing the abstract or other promotional material; giving the actual talk; and answering audience questions. This course deals with all these skills, helping participants to recognize their strengths, improve their design and writing skills, and find their best presentation style. The aim is to improve confidence and technique in all aspects of presentation.

Audience

Students in PhD and Master's programs

Required preparation

Participants must bring one scientific poster and one short (c. 10 slides) presentation and review some material supplied by the instructor.

Course Agenda*

Fundamentals of material creation

- Analysis of strong and weak scientific posters
- Analysis of strong and weak PowerPoint slide decks
- The importance of layout and design in posters and slide decks
- Software options (note: this workshop does not train participants on software usage)

Fundamentals of rhetoric

- Recognizing your audience
- Preparing materials with your audience in mind
- Adjusting your script to the audience

Finding your voice and style

- What is "voice" in presentation?
- Examples of presenters with distinctive voices and styles
- Exercise 1: 3-minute presentation followed by individual feedback
- Working on body language and vocal projection
- Best practices in preparing for public speaking

Presentation practice

- Specific techniques for poster presentation
- Exercise 2: Presenting a poster followed by supportive group discussion
- Specific techniques for various types of speech or talk
- Exercise 3: Giving a talk using a slide deck followed by supportive group discussion
- Techniques for improving presentation style

Advertising your presentation

- Writing abstracts and promotional material
- Recordings and post-event promotion

Available format and maximum number of participants

2 consecutive days (suitable for small groups, i.e., 4–9 participants)
3 consecutive days (required for large groups, i.e., 10–14 participants)
Optional Skype follow-up for extra presentation practice

**Note: Depending on the number of students, some elements may be dropped or given less time. Participants should all complete the three practice presentations during the workshop.*