

Timetable

D A Y 1

08:45 / 09:00 Welcome and material delivery

9:00 / 09:30 Introduction to the course

9:30 / 10:30 Personal introductions

10:30 / 10:45 C O F F E E B R E A K

10:45 / 11:45 Entire group. Brian McCarthy
Module 1: Core

- Difference between documents and presentations
- The Core of every presentation

11:45 / 13:00 Entire group. Brian McCarthy
Module 2: How to structure a presentation

- Document structure vs. Presentation structure
- Breakdown of structure - Openings, main points, closing

13:00 / 14:00 L U N C H

14:00 / 15:15 Brainstorm your presentation



15:15 / 16:00 Entire group. Peter Corry
Module 3: Designing PowerPoint
- Limiting the text

16:00 / 16:15 B R E A K

16:15 / 17:45 Entire group. Peter Corry
Module 4: Making numbers interesting
- How to present graphs
- Visualising numbers

17:45 / 18:00 RECAP and FINISH

D A Y 2

9:00 / 09:30 Warm Up

**09:30 / 11:00 Entire group. Brian McCarthy & Peter Corry
Voice and gesture - You the presenter**

- Posture
- Voice
- Eye contact

11:00 / 11:15 C O F F E E B R E A K

**11:15 / 12:15 Group 1. Brian McCarthy
Group 2. Peter Corry
Personal feedback on your voice and movement**

- Starting a presentation
- Getting the audience's attention
- Speaking clearly

12:15 / 13:00 Final preparation I (working alone)

13:00 / 14:00 L U N C H

14:00 / 15:00 Final preparation II (working alone)



15:00 / 15:30 Rehearsal of preparations (in pairs)

**15:30 / 15:45 Entire group. Brian McCarthy & Peter Corry
Warm Up and Room Preparation**

**15:45 / 17:45 Group 1. Brian McCarthy
Group 2. Peter Corry
Presentations**

- Strictly 4 minutes for each presentation
- 4 minutes feedback on each presentation
- Recorded on video

17:45 / 18:00 Recap and Course Assessment