

**"Competent student – experienced graduate: international workshops on key competencies for the labour market"**

The project is financed by the National Agency for Academic Exchange within the International Academic Partnerships Programme *Agreement No.* PPI/APM/2019/1/00014/U/00001

## **Workshops**

### Goals:

- Students obtain the basic knowledge about presentation skills and its influence on the business performance
- Participants overcome the challenges they have had during presentations, by developing their skills
- To provide participants with the fundamental principles of communication in companies and its role in the proper functioning of the company

### Outcomes:

- Participants are prepared to give a proper presentation on the basis of the obtained knowledge
- Participants are aware of the existence of different features of a proper presentation, as visuals, body language, tone of the voice and so on
- Students are able to implement obtained knowledge in real life situations
- Participants acquired the basic proficiency in communication in companies
- Participants obtain the information about different forms of communication within and between the companies

### Activities and Tasks:

- Begin discussion about importance of Presentation Skills
- Think and discussion about technics how to stay calm before and during the presentation
- Students were asked to reflect on correct and incorrect body language
- Discussion on training before the presentation, including rehearsing in front of the mirror
- Students discussed the main points of a good presentation
- Preparation of the final presentation in small international groups
- Discussion about opinions and observations about communication in companies they visited the previous day
- Overview of the meeting schedule at Polaris and insights about it

### Workshop – Preparing and delivering presentations dr Adams-Tukiendorf

Improving your public speaking skills has several advantages. In meetings, presentations, networking events, job interviews, and sales calls, the ability to talk clearly and authentically is advantageous.

To prepare project' participants two workshops were conducted. The first workshop was held at 25<sup>th</sup> of April at 12 o'clock at the Philology Faculty in Opole University. It lasted for 1 hour 30 minutes; during that time professor Adams-Tukiendorf introduced the basics of Presentation Skills to the

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group. Among other, professor mentioned the importance of proper speaking skills in business environment.

To begin with, the visual aspect of a presentation was mentioned; where the key to success is simplicity. There is no need to overdo and gather all possible information and graphics on one slide; during the presentation the one who should grab the attention of the audience is the presenter. The participants tried to distinguish the proper and unprofessional body language (gestures, posture & movement, eye contact ratios, voice, and facial expressions), which can easily signal the audience that the presenter is nervous. The discussion about the ways of how to deal with the nervousness before presenting was held; many ideas were provided by the students. Preparation before is also essential, thus, the special exercises (for example, rehearsing in front of the mirror) were listed.



Overall, five main points about good presenting skills were named:

1. Tell a Story;
2. Slow Down;
3. Stay Relaxed;
4. Don't Overdo Slides;
5. Practice

#### Preparation of final presentations dr Adams-Tukiendorf

Our final task was to prepare a presentation about the whole project. After the first sessions with dr Adams Tukiendorf, we considered several important factors for a good presentation. The main points were chosen during the brainstorming, around which the entire presentation was made. As a result, we prepared a presentation on what we had learned in each country.