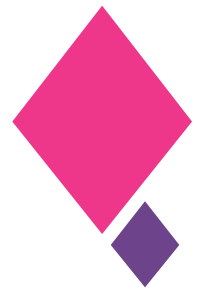


Making a Presentation or Poster Workshop



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Aims

The aims of the workshop are to help staff to:

- know what's involved in getting ready to give a presentation or prepare a poster
- know how to prepare a presentation or lay out a poster and prepare yourself to give a presentation
- have the experience of giving a presentation and get feedback on your presentation.

Learning objectives

The objectives of the workshop are to help staff to:

- use a structured approach to check if information and support needed for a presentation are available when and where needed
- prepare a presentation you may be asked to give
- prepare yourself to give a presentation to a group
- give a short presentation to a peer group and accept and act on feedback on your presentation
- use practical tips for handling potential difficulties in giving a presentation
- know how to prepare a poster for presentation at a conference.

Format

The workshop leader makes brief presentations and leads the participants through the work needed to achieve the stated objectives.

Materials

Each participant receives a book on giving presentations and designing posters that structures the participants' work during the workshop. Certificates of participation in the workshop are provided.