

**Presentation Skills Café Overview**

The Presentation Skills Café is a short blended learning experience oriented around the concepts and skills found in the Harvard ManageMentor Presentation Skills topic. The Presentation Skills topic will help managers:

* *Clarify a presentation’s objective, identify the audience, and consider the presentation setting*
* *Identify the single key point of a presentation*
* *Construct a presentation that hooks the audience and communicates their message*
* *Use visuals and other media to support and enhance the presentation message*
* *Create an engaging remote presentation*
* *Practice, refine, and prepare effectively for a presentation*
* *Keep the audience engaged during a presentation*
* *Objectively evaluate the style and substance of a presentation*

The learning experience has three components:

*60 to 90 minutes 60 minutes Ongoing*

Part 1: Pre-work (self-paced, individual)

Before the live Café session, participants are expected to complete the following assignments:

* Review the following online lessons from the Harvard ManageMentor Presentation Skills topic:
* [Clarify Your Objective](https://myhbp.org/hmm12/content/presentation_skills/clarify_your_objective.html#/learn)
* [Crystallize Your Message](https://myhbp.org/hmm12/content/presentation_skills/crystallize_your_message.html#/learn)
* [Craft the Content](https://myhbp.org/hmm12/content/presentation_skills/craft_the_content.html#/learn)
* [Create High-Impact Media](https://myhbp.org/hmm12/content/presentation_skills/create_high_impact_media.html#/learn)
* [Engage a Remote Audience](https://myhbp.org/hmm12/content/presentation_skills/engage_a_remote_audience.html#/learn)
* [Rehearse, Rehearse, Rehearse](https://myhbp.org/hmm12/content/presentation_skills/rehearse_rehearse_rehearse.html#/learn)
* [Present with Impact](https://myhbp.org/hmm12/content/presentation_skills/present_with_impact.html#/learn)
* [Evaluate Your Presentation](https://myhbp.org/hmm12/content/presentation_skills/evaluate_your_presentation.html#/learn)
* Complete the online assessment from the Harvard ManageMentor Presentation Skills topic
* Complete and have available the tool “Worksheet for Planning a Presentation” from the “Craft the Content” lesson from the Harvard ManageMentor Presentation Skills topic.

Part 2: Café session (live, group)

The Café session represents the core element of the learning experience. The session provides an opportunity for managers to:

* Exchange ideas and questions with others
* Discuss the context of how concepts and skills apply in the workplace
* Practice and begin application of those concepts and skills
* Build momentum and support for applying the concepts and skills in the workplace

The Café session focuses specifically on the following concepts and tasks from the Presentation Skills topic:

* Construct a presentation that hooks your audience and communicates your message
* Use visuals and other media in a presentation to support and enhance presenter’s words
* Manage presentation challenges such as stage fright and responding to questions

Facilitating the Café session as outlined should take approximately 60 minutes. If the facilitator prefers a shorter session or wishes to spend more time on a specific concept or activity, he or she may want to cover only those concepts and activities that are most relevant to the group.

| SECTION | ACTIVITY | TIME |
| --- | --- | --- |
| **Introduction** | * Show icebreaker question while participants are arriving to the session (THINK OF A GREAT PRESENTATION YOU’VE OBSERVED. WHAT MADE IT SO?) * Introduce facilitators. * Review tips for using technology during the session. * Debrief icebreaker question. * Set context: Every manager or professional needs to be able to give presentations that communicate information with impact. Effective presentations help our organization achieve its goals while also strengthening your reputation. * Review session objectives. | 8 minutes |
| **Skill focus:**  **Engage your audience** | * Pre-work: Participants will have completed “Worksheet for Planning a Presentation” for a scheduled or desired upcoming presentation. Activities in this skill focus area will highlight elements of presentation preparation that are especially important for engaging the audience. * Facilitate discussion activity: Hook your audience. Participants:   + Describe “hooks” they planned when completing “Worksheet for Planning a Presentation.”   + Discuss how some of the hooks described would engage an audience.   + Share examples of presentations they gave or observed in which a ‘hook’ fell flat and others that worked really well. * Facilitate reflection activity: Your presentation’s purpose—your “big idea.” Participants:   + Reflect on their presentation’s purpose and write down their purpose in the form of a “big idea.”   + Discuss challenges they experienced in narrowing multiple ideas into one big idea and how they decided their “big idea” was the most important issue.   + Individually reflect on how they could refine their “big idea.” * Facilitate discussion activity: Call to action. Participants:   + Review three fictitious examples of call to action statements and indicate which they believe is strongest and why.   + Share examples of calls to action for their planned presentations and why they framed them as they did.   + Privately reflect on any refinements they might make to their hook, purpose statement, or call to action. | 24 minutes |
| **Skill focus:**  **Use media effectively** | * Facilitate practice activity: Complete “What would you do?” scenario about deciding which type of visual should be used for a particular presentation given certain circumstances. Participants:   + Discuss appropriate media for the scenario situation. * Facilitate practice activity: Create effective visuals. Participants:   + Review a series of poorly designed slides, and specify what is wrong with each slide. * Facilitate reflection activity: What media should I use? Participants:   + Reflect and make notes on appropriate media for the presentation they outlined in the “Worksheet for Planning a Presentation.” | 13 minutes |
| **Skill focus: Manage presentation challenges** | * Facilitate practice activity: Complete “What would you do?” scenario about overcoming stage fright. Participants:   + Brainstorm ideas to help scenario presenter deal with stage fright.   + Share examples of how they successfully managed nervousness before or during a presentation. * Facilitate practice activity: Answer questions. Participants:   + Anticipate questions the audience may ask during a presentation they plan to give, and share ideas about how they could respond to them.   + Discuss ideas about how to manage questions during a presentation they plan to give. | 12 minutes |
| **Applying what you’ve learned** | * Review session objectives and skill areas discussed. * Review directions for completing the On-the-Job section of the online Harvard ManageMentor topic, including the action plan. * Close the session. | 3 minutes |

Part 3: Application (self-paced, individual)

After the live Café session, participants are expected to complete the following assignments:

* Complete the online On-the-Job section in the Harvard ManageMentor Presentation Skills topic. The section provides learners with an opportunity to choose a skill to focus on and create an action plan for applying and developing the skill. Note: If your organization does not include the On-the-Job section in your configuration of Harvard ManageMentor, ask participants to think of two things they can do over the next 90 days to further apply and develop their skills in this area.
* Execute their action plan over a specified time frame (e.g., 60 or 90 days).
* After the specified time frame (e.g., 60 or 90 days), access the online On-the-Job section in the Harvard ManageMentor Presentation Skills topic to update the action plan and reflect on the experience.