

Communications workshop schedule for ENYGO: day 1

Time	Duration	Activity
08:30	00:30	Arrival and coffee
09:00	00:15	Introductions, objectives and overview of the training.
09:15	01:00	<p>Briefing – an introduction to presentation skills:</p> <p>Understanding the audience Building your story Planning and structuring a presentation Delivering a presentation – use of voice, eyes, language and body language Presenting with PowerPoint Presenting at a lectern</p>
10:15	00:15	Break (including delegate preparation)
10:30	01:45	Workshop: delegates divide into two groups, each working with a trainer, to plan and deliver short presentations, which will be filmed and then followed by playback, feedback and group discussion.
12:15	01:00	Lunch
13:15	01:45	Workshop: delegates divide into two groups, each working with a different trainer, to plan and deliver short presentations with PowerPoint if required, to improve and refine skills. Presentations to be filmed and then followed by playback, feedback and group discussion.
15:00	00:15	Break
15:15	00:30	<p>Briefing – presenting to camera: how to deliver great pieces to camera e.g. when making a short film for a website:</p> <p>How to bring the subject to life The importance of eye contact Use of body language, including posture, movement & hand gestures</p>
15:45	01:30	Workshop: delegates divide into two groups to deliver short straight-to-camera presentations, which will be filmed and followed by playback, feedback and discussion.
17:15	00:15	Conclusions
17:30		Close

Communications workshop schedule for ENYGO: day 2

Time	Duration	Activity
08:30	00:30	Arrival and coffee
09:00	00:45	<p>Briefing – successful media interviews:</p> <p>Preparing for an interview – the importance of 360 degree vision Preparation: building a message house The three Cs – control, clarity and confidence Handling difficult questions and avoiding the pitfalls Best practice: successful TV interviews</p>
09:45	01:45	<p>Workshop: delegates divide into two groups, each working with a trainer, to plan and deliver face-to-face TV interviews, which will be recorded and played back, accompanied by feedback and group discussion.</p>
11:30	00:15	Break
11:45	00:15	<p>Briefing – the art of the soundbite: how to deliver a newsworthy message in answer to one question, using one message and proof point in just 20 to 30 seconds, e.g. for a TV news bulletin.</p>
12:00	00:45	<p>Workshop: delegates divide into two groups, each working with a trainer, to practice delivering face-to-face TV soundbites, which will be filmed and then followed by playback, feedback and group discussion.</p>
12:45	00:15	Final discussions and close.
13:00		Close