

Voice of Influence: Academic Presentation & Virtual Classroom Excellence

Day 1: Foundations of Effective Presenting

Focus: Establishing confidence and clarity in presentation

Topics:

- What Makes a Great Presenter?
- Delegate Self-Assessment & Needs Analysis
- Presentation vs. Public Speaking
- Clarity, Structure & Revision
- Essentials of Academic Presentation
- Common Mistakes in Teaching Presentations
- Teaching Tip: Introduction to using "Two Truths and a Lie" as an icebreaker – facilitation tips and variations. Activities:
- 2-minute Self-Intro Activity
- Mini-Peer Feedback Round
- Success Circle: Share best experiences in teaching/presenting
-

Day 2: Audience Connection & Engagement

Focus: Understanding and engaging learners effectively

Topics:

- Identifying Audience Types (Students, Peers, Scholars)
- Adult Learning Principles
- Communication Styles (Assertive, Passive, Aggressive)
- Rapport-Building Techniques
- Anticipating and Managing Questions
- Teaching Tip: Facilitating effective "Your Worst Presentation Ever" sharing – creating a safe space and drawing positive takeaways. Activities:
- Communication Styles Quiz
- Roleplay: Dealing with a Distracted Class
- Live Demo with Evaluation by Trainer
- Engagement Activity: Audience Mapping Canvas (Participants map their typical student audience and design an engaging opener)

Day 3: Designing Slide Presentations

Focus: Slide preparation using design principle

Topics:

- Slides vs. Handouts
- Principles of Visual Communication

- Creating Engaging Academic Slides
- Data Simplification & Visuals
- Advanced Slide Creation: Canva Workshop
- Teaching Tip: Exploring the use of "Presentation Charades" to highlight non-verbal communication – adapting it for different learning objectives. Activities:
- Live Canva Session (Create a 3-slide deck in breakout groups)
- Slide Critique Game: Spot the Design Flaws
- Peer Review of Canva Designs
- Engagement Activity: Slide Redesign Challenge (Pairs redesign a poorly designed slide in Canva)

Day 4: Online Facilitation Skills

Focus: Teaching & presenting in virtual classrooms

Topics:

- Tools and Platforms: Zoom, Google Meet, MS Teams
- Online Engagement: Polls, Chat, Whiteboards
- Handling Technical Issues Gracefully
- Screen Presence & Voice Modulation
- Managing Time in a Virtual Session
- Teaching Tip: Strategies for effectively using polls and chat features for engagement in virtual settings. Activities:
- Breakout Room Task: Design an Online Lesson Plan
- Live Facilitation Demo by Trainer with Feedback
- Virtual Engagement Tips
- Engagement Activity: Online Tool Hunt (Participants find and pitch a new online engagement tool)

Day 5: Persuasion, Confidence & Mental Readiness

Focus: Emotional and cognitive readiness for presenting

Topics:

- Persuasion & Influence Techniques
- Managing Nerves and Stage Fright
- Mental Preparation & Visualization
- Relaxation and Grounding Exercises
- Handling Hostile Questions
- Teaching Tip: Guiding a "Fear Bucket" activity with sensitivity and providing actionable coping mechanisms. Activities:
- Guided Visualization and Breathing Drill
- Confidence Circle: Share past fears and breakthroughs
- Challenging Q&A Simulation

- Engagement Activity: Fear Bucket (Anonymous sharing and discussion of presentation fears)

Day 6: Communication Mastery & Storytelling

Focus: Delivering presentations with impact

Topics:

- Storytelling in Academia
- Delivery Techniques: Voice, Gesture, Pausing
- Impactful Introductions and Conclusions
- Verbal vs. Non-verbal Messaging
- Using Analogies and Examples to Simplify
- Teaching Tip: Coaching participants on crafting concise and impactful personal stories for the "Story Circle" activity. Activities:
- Story in 90 Seconds Challenge
- Delivery Coaching with Video Recording and Trainer Review
- "Teach-Back" Practice Session
- Engagement Activity: Story Circle (Participants share a story about realizing they were a teacher at heart)

Day 7: Practice & Peer Feedback

Focus: Practice, reflection, and feedback

Topics:

- Dressing for Success (On-Camera and In-Person)
- Credibility and Authority in the Classroom
- Building Transitions in a Long Presentation
- Delivering with Passion & Authenticity
- Teaching Tip: Providing effective "Glows & Grows" feedback – focusing on specific behaviors and offering constructive suggestions. Activities:
- Full Presentation Round 1 (5-7 min)
- Peer & Trainer Evaluation Checklist
- Individual Coaching Feedback by Trainer
- Engagement Activity: Glows & Grows (Peer feedback with "Glows" and "Grows")

Day 8: Showcase, Guest Evaluation & Action Plan

Focus: Final showcase and future planning

Topics:

- Key Challenges in Academic Public Speaking
- Crafting a Personal Development Plan

- Feedback Integration
- Teaching Tip: Facilitating a reflective discussion on TED Talk elements and how participants can adapt those for their own style. Activities:
- Final Presentation Round (7-8 min) with Guest Evaluator
- Live Feedback by Trainer & Guest
- Engagement Activity: TED Talk Reactions (Analysis of impactful TED Talk elements)

Day 9: Presentation Day - Focused Practice & Refinement

Focus: Extended practice and personalized feedback

Topics:

- Advanced Delivery Techniques: Handling nerves in high-stakes presentations, audience interaction strategies for longer formats.
- Refining Presentation Flow and Transitions based on previous feedback.
- Q&A Deep Dive: Anticipating challenging questions and formulating effective responses.
- Teaching Tip: Leading a focused Q&A practice session, providing strategies for handling difficult or unexpected inquiries. Activities:
- Full Presentation Round 2 (10-12 min) with specific focus areas based on Day 7 & 8 feedback.
- Targeted Feedback Sessions: Individualized coaching on specific delivery or content aspects observed during the presentations.
- Group Brainstorming: Strategies for managing common challenges in longer academic presentations.


Day 10: Evaluation, Integration & Future Growth









Focus: Comprehensive evaluation, action planning, and continued development

Topics:

-
- Synthesizing Feedback: Identifying key takeaways and areas for continued growth.
- Developing a Personal Action Plan for ongoing presentation skill development.
- Resources for Continued Learning: Books, websites, communities for public speaking and teaching excellence.
- Teaching Tip: Guiding participants in creating SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for their presentation skills. Activities:
- Individual Reflection: Journaling or structured prompts to consolidate learning.
- Group Discussion: Sharing personal action plans and offering peer support.
- Final Q&A and Open Forum: Addressing any remaining questions and fostering a sense of ongoing community.

Program Evaluation: Participants provide feedback on the overall training experience.

 Training Inclusions:

-  Participant Workbook
-  Feedback & Self-Evaluation Forms (including forms for longer presentations)
-  Recorded Practice Sessions (access to all recordings)
-  Certificate of Completion
-  Daily Reflection Prompts (for all 10 days)
-  Tips & Templates for Slide Design and Facilitation (expanded resources)
-  Icebreakers & Warm-up Activities (compendium of additional icebreakers and engagement techniques with facilitation guides)
-  Bonus Tips to Make Sessions More Interesting