

Creating and Delivering a Presentation: Facilitator Guide

Overview and Purpose

This session is designed to give students some insight into the skills required to create an effective presentation, and deliver it with impact.

Being able to clearly communicate your ideas to a group through a presentation is an essential skill, in school as well as in the workplace. This session provides students with practical advice on creating visually engaging presentations and delivering them effectively, as well as some tips on improving confidence in presentation.

Objectives

Students will be able to:

- ❑ Plan, structure and create presentations that are visually engaging and clearly communicate their ideas
- ❑ Use both verbal and nonverbal communication to deliver these presentations with impact
- ❑ Understand how tone, body language and verbal communication interact to influence an audience

Preparation / Materials Needed

- ❑ Chart Paper / Post It Notes
- ❑ Marker pens
- ❑ Download the session PowerPoint

For virtual delivery, students can make their own notes (on paper or on a device).

Agenda

Getting Started (5 minutes)

- Introduction to presenting
- What key skills are needed to present effectively?

Creating and delivering a presentation (50 minutes)

- How can we create an effective presentation using visual aids?
- How do we use verbal and nonverbal communication to present?
- How can we improve our confidence in presenting?

Wrap-up & Reflection (5 mins)

- Reflection on the session and the skills used

Teaching Guide

Section 1: Getting Started - The value of presentations (5 minutes)

Share the agenda of the session on the screen (slide 2).

Activity 1: Ask the students to work in small groups to consider the three questions on slide 4, and make a note of their answers.

After 2 minutes, ask for volunteers to feed back their answers to the class. Do this for each question. Take note of any feelings about presenting that come up repeatedly.

Section 2: Creating and Delivering a presentation (45 minutes)

Creating a presentation

Read through the information on preparing carefully for a presentation on slide 6. Having a clear, easy to follow structure that is set out early in your presentation is incredibly important for holding the attention of your audience, and making sure they understand your main points.

Then talk through slide 7, giving an overview of how content should fit into your outline. It is important that you practise reading your presentation to time when you are formulating content, so that you don't run out of time to explain your key points. Having notes written on cue cards can be useful, as they meant that you are not dependent on technology, and can help to manage nerves.

Activity 2 (slide 8): The students will now have a chance to develop their own skills in creating a presentation. They should imagine that they are delivering a brief (15 minute) presentation to the year below them, on a topic of their choice. If they are struggling to choose a topic, they can use one of the suggested prompts on slide 9. They should be able to come up with the headings of each slide, as well as a few words on what they would like to include. This activity should take approximately **10 minutes**.

Once you have the structure and content of your presentation, it's time to think about the visual element. It is important that the slides you use do not just repeat the words which you are saying. Instead, they should complement your speech, highlighting some of the key points and using visuals to generate interest. Talk through the tips on using visual aids outlined on slide 9.

Activity 3 (slides 10-12): Ask the students to work in their groups to review the following two slides. Both slides contain the same information on ways to improve your employability, but they present it in very different ways. Students should compare the slides, considering how easy/difficult it is to review the information, and how well each slide uses visual aids.

Creating a presentation

Next, read through the tips on delivery on slide 14. Starting strong, displaying confidence, making your presentation interactive, speaking clearly, and knowing your presentation well are all good starting points for a sound presentation.

Move on to slide 15, and talk through the advice for practising your presentation. Practice is the best way to ensure that you are prepared, can manage your nerves, and adapt to any unforeseen challenges. Ask the students if they have any of their own tips.

Nerves are one of the biggest challenges when it comes to delivering a presentation. One way to manage this is to reflect on a time when you felt particularly confident, and draw on the feeling. Ask the students to spend a few minutes thinking about the time in their life when they felt most confident, and write it down.

Teaching Guide

Read through the breathing techniques for staying calm on slide 17. It may be helpful to spend a minute or two trying these breathing exercises as a class, taking time to really focus on the breath and how it makes you feel.

Section 3: Reflection (5 minutes)

Ask the students to think of one thing they will take away from today's session, write it down and share it with their partner. Then ask them to choose one of the reflective questions on slide 19 to answer, thinking about the skills which they have used during the lesson.

Optional extension: if they would like to, students can practise creating their own 5 minute presentation on a topic of their choice, and deliver it to the class. If they would like to submit any written work to PwC, please email it to uk_inclusion-community-wellbeing@pwc.com, and a member of the team will provide additional feedback.

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