Comm and Personal Development – 2.10.19

* Absolutely intertwined, project management overall, other things subsets
* Why do we need to mow about project management?
* How is t going to be used as a student?
* How is it used in the IT industry?
* IRL example
* Select two project models, CANBAN AGILE
* How do we apply this as a student?
* Use IRL examples of models.
* WE’ll USE A PROJECT MANAGEMENT STYLE WHILE WE DO THIS
* …
* Don’t use references in PowerPoints
* Introduction:
* “Must be done in a very prescriptive way”
* “First question we have to ask is, why are we here today?”
* Do not be obvious in the questions, “I am here today to talk about presentation skills”
* “What is about this topic that makes it relevant to your obvious”
* “What three to four things will the audience know by the end”
* - Goals, or learning outcomes
* Conclusion: will be a recap of the three to four learning outcomes
* Title Slide: Introduce the topic, contain name of the topic and a picture
* Que cards:
* 45-degree angles: “Our shoulders follow are feet, you face toward your audience.”
* “Donald-Clarks Big dog presentation XXXX (First link)”
* 4- Bullets per page
* EXPLAIN CHARTS
* We can prepare pamphlets - **PRIORITY**
* Mistake: Not having clear audience goals
* Remind audience why you are here, make no assumptions.
* DO NOT USE LINGO
* Images are important, have a formula and use as many slides as possible
* Have fun
* Body language, move around
* In job presentations, problem solving important
* DO RUN THROUGHS WITH FRIENDS
* Sod’s Law: Things go wrong, it’s about dealing with that
* Use a template, not one with all caps
* Each major word, each letter will be a capital
* Headings should never be underlined, italics, bold
* ^ Should be used sparingly
* Differing colours can be a subtle way of moving between different topics
* Make sure to give a timescale at the start of your presentation
* Make sure your presentation is a conversation
* Nerves:
* If you go blank, gently look at the screen and remind yourself.
* Don’t confess that you missed a section
* Group will not lose points for nerves
* Learn off the grading matrix