



# Collaborate Board

^ Instructions



## How to Edit

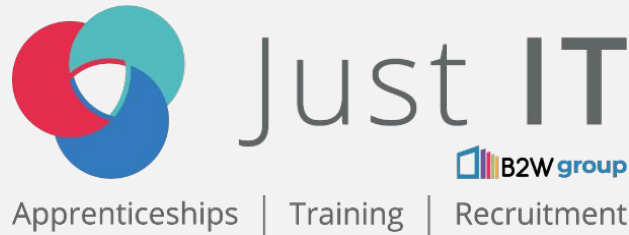
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# DATA TECHNICIAN

## Portfolio Build: Public Speaking & Reflection -DAY 3-



# OBJECTIVES - DAY 3

## ▪ Intent:

Recap and Identify public speaking best practices. Understand and complete reflective modelling to your portfolio, and be able to complete a comprehensive evaluation of learning. Continue to work on your portfolio in preparation for a delivery on day 4.

## ▪ Implementation:

Delivered using practical labs. Concepts explained through examples and exercises/quizzes

## ▪ Impact:

Gain the skills and confidence needed to understand data analysis processes and their types , preparing for more advanced studies or real-world applications. The impact measured through in-class mini-projects, labs & Quiz

# Classroom Expectations

**BE PREPARED, BE PROFESSIONAL,  
BE READY TO LEARN!**

01

## CAMERAS ON



Cameras should be switched on with an appropriate background, and with you visible at your screen. If you have technical/ personal difficulties, inform your tutor.

02

## MICS ON MUTE



Place your mics on mute unless asking or answering a question. Use the 'raise hand' function in MS teams to gain attention.



03

## APPROPRIATE LANGUAGE USED



Use appropriate and professional language at all times.

04



## BE READY



Be focused, ensuring you all have all equipment ready and a drink by your side. Be prepared to learn without interruption.

05



## ENGAGE- TAKE NOTES AND ASK QUESTIONS!



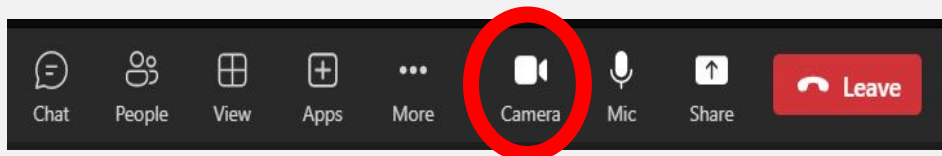
Take notes throughout your session, ask questions and support each other. Help create a positive learning environment for everyone.

# CAMERA EXPECTATIONS

Before we start... Please have your camera switched on.

This is a mandatory requirement for the duration of the course.

- We have a duty of care to ensure you are in a safe learning environment.
- Our job is to prepare you for work in an age where in almost any job there is likely to be at least some aspect of remote engagement with your employer.
- Online learning is to be treated the same way as a classroom learning, you must be physically visible to interact with your tutor and other learners in order to create an engaging group dynamic.



**Safeguarding Contact: [besafe@justit.co.uk](mailto:besafe@justit.co.uk)**

# PUBLIC SPEAKING & PRESENTATIONS



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# HOW TO SPEAK PUBLICALLY

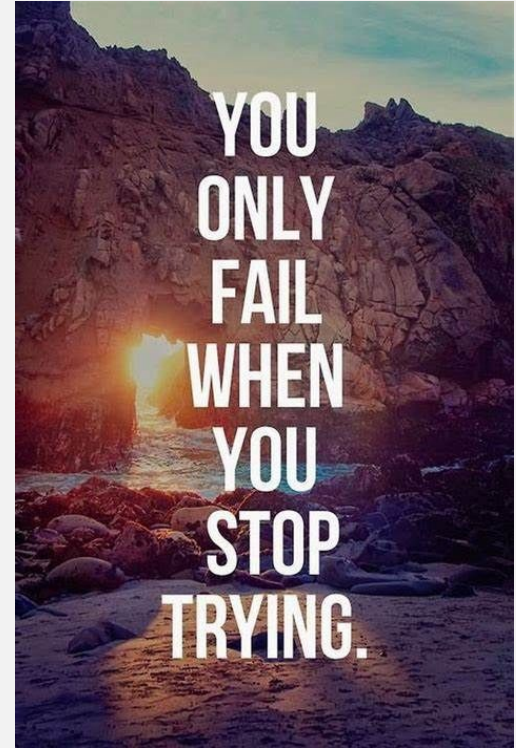
- All in the preparation, get your notes at the ready!
- Keep water close... but not too close, electrics don't like it
- A picture speaks a thousand words
- Practice... practice... practice
- Record your delivery, watch for your fillers 'um' 'erm'
- Personality, you're not a robot
- Start with a hook, what problem was identified?





# INSPIRE & MOTIVATE

- Craft an Authentic, Emotive Narrative
- Communicate a Compelling Vision
- Leverage Passionate Body Language
- Tap into Universal Human Experiences
- Leave Your Audience with a Clear Call-to-Action



# The STAR Method



S

Explain the situation so that your interviewer understands the context of your example, they do not need to know every detail!

20%



T

Next, talk about the task, problem, or challenge that you took responsibility for completing, or the goal of your efforts.

10%



A

Describe the actions that you personally took to complete the task or reach the end goal. Highlight skills or character traits addressed in the question.

60%



R

Explain the positive outcomes or results of your actions or efforts. Here, it is important to highlight quantifiable results.

10%

# REFLECTIVE PRACTICE



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# WHAT IS REFLECTIVE PRACTICE?

The process of thinking critically about your actions and experiences to learn and improve.

- **Purpose:**

- Identify strengths and weaknesses
- Gain deeper understanding of practices and outcomes
- Encourage personal and professional growth

- **Key Features:**

- Requires honesty, self-awareness and emotional intelligence
- Focuses on both successes and challenges



# WHY IS REFLECTIVE PRACTICE IMPORTANT?

- **Benefits:**

- Demonstrates growth and learning over time
- Highlights problem-solving skills and adaptability
- Shows ability to evaluate and improve based on experience

- **Adds Depth:**

- Provides insights into the "why" behind your work
- Helps showcase transferable skills through self-assessment

- **Prepares for Interviews:**

- Reflective insights can be used to articulate experiences during interviews

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# HOW DO WE REFLECT?

- **Steps to Follow (Think of a data project):**
  - Describe the experience: What happened? Who was involved?
  - Analyse the outcome: What went well? What didn't?
  - Learn from it: What would you do differently next time?
  - Plan future actions: How can you apply these lessons moving forward?
- **Tools to Help:**
  - Journals or notebooks
  - Online platforms or apps
  - Reflective models



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# TIPS FOR REFLECTIVE PRACTICE

- **Be Honest:**
  - Avoid focusing only on successes
  - Acknowledge areas for improvement
- **Set Time Aside:**
  - Make reflection a regular habit
- **Use Feedback:**
  - Incorporate input from peers, mentors, or instructors
  - Balance emotions with rational analysis
- **Keep Records:**
  - Maintain a journal or digital record of reflections... or add reflections and evaluation onto your Google Site





# YOUR TURN ... PORTFOLIO BUILD

On your Google Site, **create a new page called 'Reflective Practice'** and conduct a reflection of your learning and analysis projects following **GIBBS reflective model**.

## When complete:

- Continue to build your portfolio in preparation for delivery tomorrow
- Analyse additional data sets found [here](#)
- Download and analyse a data set from [Kaggle](#)
  - You can use Excel, Tableau or Python for this

# OBJECTIVES - DAY 3 RECAP

## ▪ Intent:

Recap and Identify public speaking best practices. Understand and complete reflective modelling to your portfolio, and be able to complete a comprehensive evaluation of learning. Continue to work on your portfolio in preparation for a delivery on day 4.

## ▪ Implementation:

Delivered using practical labs. Concepts explained through examples and exercises/quizzes

## ▪ Impact:

Gain the skills and confidence needed to understand data analysis processes and their types , preparing for more advanced studies or real-world applications. The impact measured through in-class mini-projects, labs & Quiz



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# OBJECTIVES - DAY 4

## ■ Intent:

Develop and complete your Bootcamp portfolio, ready for delivery to your peers. Be able to showcase your learning and demonstrate new skills developed, this will prepare you for your graduation session.

## ■ Implementation:

Delivered using practical labs. Concepts explained through examples and exercises/quizzes

## ■ Impact:

Gain the skills and confidence needed to understand data analysis processes and their types , preparing for more advanced studies or real-world applications. The impact measured through in-class mini-projects, labs & Quiz