



HummingByrd Inc.

PEARSON

Pre-Course Assignment



2015 SOKENDAI Lecture
English POSTER Presentation Skills Seminar
International Communication Program

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PROGRAM OVERVIEW

SOKENDAI (The Graduate University for Advanced Studies)

DAY 1 – 10 June

Session Time: 12:30 - 13:30

12:30-13:30 Introductions & 5-Minute Presentation Summary, with Digital Recording ...

Session Time: 13:30 - 17:00

Goals & Presentation Feedback

Workshop: Target Impact Delivered with Physical Skills & Logical Structure / Formatting

Workshop: Designing Visuals with Target Impact

Joint Session: Post Presentation Performance & Feedback

DAY 2 – 11 June

Session Time: 9:00 – 11:00

Joint Session: Post Presentation Performance & Feedback

LUNCH

Session Time: 13:30 - 17:00

Workshop: Speaking Strategies & Key Point Clarity Using Promotional Style

Workshop: Managing Presentation Flow & Interruptions / Manage Your Message & Your Audience

Performance & Feedback

DAY 3 – 12 June

Session Time: 9:00 – 11:00

Joint Session: Round Table Meeting Situation (Practice)

3-Minute Presentation: Key Message Clarity, Managing Q&A, Asking Questions...

Group Networking Event: 11:30 - 13:00

LUNCH

Session Time: 14:00 - 17:00

Presentations & Recordings... Wrap Up & Questionnaire. Group Closure

Strategize Your POSTER Presentations!



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OBJECTIVES

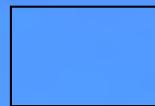
- DELIVER Clear & Logical Presentations
- Outline Objectives & Target RESULTS
- PROMOTE Yourself & Work Persuasively
- Manage Your MESSAGE & Your Audiences
- Use the New Skills in Your WORK

Explore Infinity!

Achieve Beyond What You Thought Possible



Your To-Do List. . .



Write **Your GOALS** for the Program on Pages 6 & 7 – to be shared during the Day 1 afternoon session.



Your **PRESENTATION Summary** – Prepare a 5-minute presentation for Day 1, using the **START Kick-Off Model** on Pages 8 & 9.



Read the **Pre-Course QUESTIONNAIRE** – Pages 10 & 11. Please include as much information as possible (including your questions.)

Please Send this Document with your completed Goals & Pre-Course Questionnaire by 3 June to **Andrew Shaffer** at andrew.shaffer@hummingbyrdinc.com . . .

Your GOALS

What do YOU Need to Achieve during this program?

**Be Specific
Target Future Work Events**

Your GOALS

What do YOU Need to Achieve during this program?



START Your Presentation!

KICK OFF with the 5 Essentials
in 1 Minute (or less!)

Self Intro

Topic

Agenda

Results

Time & Questions

Tell Your Audience
What is Coming &
How your Message
will IMPACT Them ...



Use START to Kick Off! Adapt it & Make it your own

S – Good afternoon everyone. I am...

T – Today I will explain how we can...

A – My presentation is divided into __ parts: First ..

**R – By the end of my presentation, I hope you will ____ ,
which is important for...**

**T – I will take only 5 minutes & please jump in anytime if
you have questions...**

Explain Your AGENDA points:

Now for the first part ...

Pre-Course Questionnaire

- Name:
- Nationality:
- Your Field of Study & Target Degree (Master or PhD)

Seminar Name:

- How many English Poster Presentations have you done?
(Please share any past experience: When & Where have you done them?)
- What difficulties do you encounter when presenting?

Pre-Course Questionnaire

- **Any Comments / Questions / Requests?**
(We will be sure to address them during the seminar...)



Explore Infinity!

Take the leap & “explore infinity” – go beyond what you thought possible – in increasing your visibility as BOTH a Presenter & a Leader set to achieve great results. Enjoy the experience!