

First Creation Consulting



Morning Meeting Presentation Skills

First Creation Consulting Ltd

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PRE-WORKSHOP WORK:

Please bring with you three examples of current or recent research ideas that you have written.

These will be used during the workshop when practising the skills that will be covered.

WORKSHOP AIM:

To increase the participant's ability to present with impact at the Morning Meeting

WORKSHOP OBJECTIVES:

By the end of the workshop participants will be able to:

- Present a concise and persuasive message that generates interest
- Start the presentation with impact in order to get the listeners' attention
- Plan for a successful three minute morning meeting presentation
- Structure the presentation so that the listener can clearly identify what is in it for them

WORKSHOP METHODOLOGY:

The programme would be designed to maximise participant involvement. A number of proven methodologies would be employed including:

- Consultant led input
- Group/individual based exercises
- Video recording of morning meeting messages
- Feedback and Coaching

½ Day Workshop

Delivery Techniques

- What makes for an effective morning meeting message?
- What the listener wants to hear
- Individual Presentations (2/3 minutes)
- Feedback and Coaching
- Delivery techniques
- Verbal and non-verbal
- Opening with impact

Practical exercise 3 min Presentation using CCTV

Review, feedback & coaching

Content & Structure

- Contents, packaging
- Structure of the message, using time efficiently
- Getting the attention of your audience
- Making the message memorable
- Starting & ending with impact

Practical exercise 2/3 min Presentation

Review, feedback & coaching

Summary & Close