



PREPARATION FOR WORK

DELIVERING AND REVIEWING A PRESENTATION >

Session plan



Prince's Trust

**START
SOMETHING**

AT A GLANCE

This is the final session in the Presentation Skills unit. Learners make final preparations for their presentation and then deliver it in front of an audience. Learners deliver and receive feedback and reflect on what went well and what could have been improved in their presentation. This session was made in partnership with Tesco.



LLN OPPORTUNITIES

- ✓ Write presentation notes and deliver a presentation to an audience
- ✓ Read and consider presentation feedback
- ✓ Write down reflections



MATERIALS

- ✓ Delivering and reviewing a presentation presentation
- ✓ Delivering and reviewing a presentation worksheet
- ✓ Learners' presentation resources



QUALIFICATION OPPORTUNITIES

- ✓ Presentation Skills – LOs: 3. Be able to deliver a presentation; 4. Be able to review own presentation skills

LEARNING OUTCOMES

- ✓ Give a presentation
- ✓ Understand what went well and what could have been improved in the presentation

ACTIVITIES

ACTIVITY	TIME	PAGE
<u>Introduction: Overcoming nerves</u>	10-15 minutes	<u>03</u>
<u>Delivering a presentation</u>	Dependent	<u>04</u>
<u>Reflection</u>	15-20 minutes	<u>05</u>
<u>Optional: Skills development</u>	10-15 minutes	<u>06</u>
<u>Wrap up</u>	5 minutes	<u>07</u>



INTRODUCTION: OVERCOMING NERVES >



TIME REQUIRED

10-15 minutes



MATERIALS

- ✓ Delivering and reviewing a presentation presentation

ACTIVITY STEPS >

1. Before starting this session, learners should have completed, or nearly completed creating and preparing their presentation.
2. Give the learners some advice and have a discussion about how to overcome nerves when speaking in public. Remind them that practice really helps (as discussed in the previous session) and run through the other pieces of advice for handling nerves listed on the supporting presentation.

OPTIONAL EXTENSION

If relevant to your learners, run through the other pieces of advice on the presentation about answering questions and pausing when speaking.



DELIVERING A PRESENTATION >



TIME REQUIRED

Dependent



MATERIALS

- ✓ Learners' presentation resources
- ✓ Delivering and reviewing a presentation presentation



QUALIFICATION OPPORTUNITIES

- ✓ Give a presentation (using at least one presentation aid)
- ✓ Obtain feedback on your presentation

ACTIVITY STEPS >

1. Learners deliver their presentations – if needed, give them 5-10 minutes to do final preparations.

OPTIONAL EXTENSION

You could record learners delivering their presentation (ensuring you have the correct consent). You could watch the video back with them and give them initial feedback before they do their final presentation to an audience.

2. Whilst learners deliver their presentations, you and/or their peers should fill out the feedback section of the worksheet. Some things they could consider include speaking, engagement, content and supporting resources.
3. You may want to allocate time after each presentation for questions and answers and/or feedback, depending on how comfortable/confident learners feel (please note, this is not a requirement for the qualification).



REFLECTION >



TIME REQUIRED

15-20 minutes



MATERIALS

- ✓ Delivering and reviewing a presentation worksheet
- ✓ Delivering and reviewing a presentation presentation



QUALIFICATION OPPORTUNITIES

- ✓ Aspects of your presentation that went well
- ✓ Aspects of your presentation that could have been improved

ACTIVITY STEPS >

1. Allow the learners to take a few minutes to silently reflect on how they think their presentation went – what went well and what could have been improved. You can show them the reflection questions on the presentation to help guide their thinking.
2. Next, learners should look at the feedback they received on their worksheet from their Adviser or peer during their presentation. They should see whether their initial reflections match the feedback given. You could hold a short group discussion about this.
3. Considering their own thoughts and the feedback they were given, learners should record what went well and what could have been improved in their presentation on their worksheet.

ALTERNATIVE OPTION

If you want an alternative way for learners to reflect, they could voice record their thoughts and/or a conversation with the person that gave them feedback.



OPTIONAL: SKILLS DEVELOPMENT

This activity is only compulsory for learners working towards Level 2/SCQF Level 5 of the qualification.



TIME REQUIRED

10-15 minutes



MATERIALS

- ✓ Delivering and reviewing a presentation presentation
- ✓ Delivering and reviewing a presentation worksheet



QUALIFICATION OPPORTUNITIES

- ✓ Give examples of skills that you have developed

ACTIVITY STEPS

1. Lead a short discussion about what skills preparing and delivering a presentation can give you. Create a mind map on the whiteboard/flipchart and then compare what you wrote down to the skills listed on the supporting presentation (e.g. research, public speaking, computer/PowerPoint etc. skills).
2. In pairs, learners should identify which skills they think they personally developed the most and why. Learners should then record examples of the skills they have developed on their worksheet.

OPTIONAL EXTENSION

Select a few skills and discuss how they would help the learners in the future in further education and/or the workplace.



WRAP UP >



TIME REQUIRED

5 minutes

ACTIVITY STEPS >

1. Commend the learners for their presentations and emphasise what skills they have developed and why it's important to do presentations.
2. Draw connections with how it will be useful for future education and jobs/careers and why.
3. End the session with each learner sharing what they enjoyed most about creating and delivering a presentation and why.



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