

PERSONAL PROJECT & PRESENTATION SKILLS

Workbook - Entry Level 3

|  |  |
| --- | --- |
| NAME |  |
| SCHOOL |  |

# CONTENTS

[PERSONAL PROJECT 3](#_Toc39069127)

[PERSONAL PROJECT IDEAS 3](#_Toc39069128)

[PLANNING YOUR PROJECT 5](#_Toc39069132)

[COMPLETING YOUR PROJECT 5](#_Toc39069134)

[REFLECTING ON YOUR PROJECT 7](#_Toc39069135)

[PRESENTATIONS 8](#_Toc39069137)

[WHAT MAKES A GOOD PRESENTATION? 8](#_Toc39069138)

[CHOOSING A PRESENTATION TOPIC 9](#_Toc39069140)

[GIVING YOUR PRESENTATION 10](#_Toc39069142)

[REVIEW YOUR PRESENTATION 11](#_Toc39069144)

# PERSONAL PROJECT

## PERSONAL PROJECT IDEAS

### ACTIVITY

Construct a booklet out of paper/card.

Design a title page, called Personal Project, for your booklet.

### TASK

Create a spider diagram or list of all the things you are interested in, to help come up with ideas for a project.

|  |
| --- |
| Example: fundraising, poster, making something |

### TASK

**Once you have lots of ideas, you will need to choose your project.**

My project will be…

|  |
| --- |
| Example: My project will be creating multiple canvas art pieces to show the history of the NHS |

**Once you have chosen your idea, you need to decide on the aim. Why are you doing the project?**

The aim of the project will be…

|  |
| --- |
| Example: to raise awareness and funds for the NHS |

**A close up of a logo

Description automatically generated**

**Identify a personal learning objective for this project**

By the end of this project I will…

|  |
| --- |
| Example: a new skill for my CV, develop my confidence |

## PLANNING YOUR PROJECT

A drawing of a face

Description automatically generated

### ACTIVITY

State the tasks needed to complete your project. Use this table or create your own.

|  |  |  |
| --- | --- | --- |
| **Use this section to create a list of tasks needed to complete your project** | **Use this section to plan any extras like time or cost** | **Use this section to tick list when complete** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## COMPLETING YOUR PROJECT

A close up of a sign

Description automatically generated

Complete the tasks identified to carry out the project.

Use this page to insert pictures, or work that you have done on your project.

**Make sure you take lots of pictures of your project, and cut & stick them on a page, or create an electronic version of them.**

## REFLECTING ON YOUR PROJECT

### TASK

**What went well?**

A close up of a logo

Description automatically generated

Review your project, and state what you believe went well**.**

I believe the things that went well are…

|  |
| --- |
|  |

Because…

|  |
| --- |
|  |

**What would you do differently?**

**A close up of a logo

Description automatically generated**

Review your project, and state what you would do differently next time.

If I were to do this project again I would change…

|  |
| --- |
|  |

Because…

|  |
| --- |
|  |

# 

# PRESENTATIONS

## WHAT MAKES A GOOD PRESENTATION?

### TASK

A picture containing object, clock

Description automatically generated

**Give an example of when you might use a presentation.**

Try to link it to your personal project and explore speaking to one of the staff at the trust to explain your idea/project.

You could start with:

I would use a presentation to…

|  |
| --- |
|  |

****

**Identify features of a good presentation.**

Think about; your topic, body language, getting your point across and other key features.

Some features of a good presentation are…

|  |
| --- |
|  |

## CHOOSING A PRESENTATION TOPIC

### TASK

A picture containing sitting, drawing

Description automatically generated

**Select a topic to present to an audience:**

Make sure you plan and prepare, write some notes, present to yourself in a mirror or just read it aloud.

Again, you can use your Personal Project for ideas.

My topic will be…

|  |
| --- |
|  |

Use this space to make a list of what you will talk about

The points I will make are…

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Add more points if you need to.

## GIVING YOUR PRESENTATION

### TASK

A close up of a sign

Description automatically generated

**This is where you will give a presentation.**

Again, take your time, be positive and try your best.

The presentation can take place on skype and can be recorded, or you can film yourself presenting, as you would if you were a famous YouTube blogger and then send it via email.

We will use a witness statement and the video clip to evidence this section.

**Witness Statement – to be completed by a member of the audience.**

|  |  |
| --- | --- |
| Learner name: |  |
| What was the task? | |
|  | |
| Unit | |
|  | |
| Assessment criteria | |
|  | |
| Please provide brief details/comments of what was observed.  Comments should be linked to the assessment criteria and must be specific to an individual. | |
|  | |
| Statement by |  |
| Role of witness (assessor, group member) |  |
| Date |  |

## REVIEW YOUR PRESENTATION

### TASK

**What went well?**

Review your presentation, and state what you believe went well**.**

I believe the things that went well are…

|  |
| --- |
|  |

Because…

|  |
| --- |
|  |

**Identify what you would change next time.**

Review your presentation, and state what you would do differently next time.

I would change…

|  |
| --- |
|  |

Because…

|  |
| --- |
|  |



DSN 4055/2 © The Prince’s Trust 2020 – all rights reserved. The Prince’s Trust is a registered charity, incorporated by Royal Charter (RC000772). Principal office: The Prince’s Trust South London Centre, 8 Glade Path, London, SE1 8EG. Registered charity number in England and Wales (1079675) and Scotland (SC041198).