

# **Communication and Presentation Skills**

### When/Where

27<sup>th</sup> September 2019 (09:00 – 16.00) Kinderherzzentrum Seminarraum 1 Erdgeschoss (5-GO-107) **Registration** Email <u>sc-forschung@i-med.ac.at</u> Free of charge, limited to 15 participants!

### Aim

Effective communication and presentation skills are key elements of a successful academic career.

Learning useful techniques and practicing them with trainer and peer feedback will enhance participants' skill set, reduce nervousness and make them feel more secure about their interaction with and impact on an audience.

Participants are requested to prepare a 2-minute presentation of themselves – with or without visual aids, as they wish – as introduction for the beginning of the workshop.

### Content

#### **Topics covered:**

- Purpose(s) of giving a presentation
- Presentation techniques
- Body Language
- Function and design of visual aids
- Dealing with disturbances and stage fright
- Handling questions

#### **Exercises:**

- Practicing standard situations
- Trying out short presentations or presentation elements with trainer and group feedback

At the end of the seminar, participants will receive a video of their presentation to be able to continue the learning process individually.

### Trainer

## Mag. Martin Buxbaum



An experienced presentations coach, language trainer and stage director, Martin Buxbaum has conducted numerous communication, presentations and body language workshops especially for academic, business and international relations contexts

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