

COMMUNICATION

ADVANCED

**MAKE A PRESENTATION TO A
GROUP OF PEERS TO DEMONSTRATE
EFFECTIVE COMMUNICATION**



SKILL ADDRESSED:

Communication

LEVEL OF CHALLENGE:

Advanced

TITLE OF ACTIVITY:

Make a presentation to a group of peers to demonstrate effective communication



INTRODUCTION TO THE SKILL

Developing the skills to make a successful presentation to a group of peers is crucial for several reasons:

1. Presentations provide an opportunity to communicate your ideas and knowledge effectively, build your reputation and establish your credibility.
2. Making presentations is a valuable skill in many professional contexts, such as business meetings, job interviews, and academic settings.
3. The ability to communicate effectively in a group setting is a valuable interpersonal skill that can help you build relationships and collaborate with others.
4. Effective communication skills can increase your confidence and help you overcome any nervousness or fear of public speaking.

Overall, developing the skills to make effective presentations is a valuable investment in your personal and professional development.

THE CHALLENGE

You are the HR Manager of a newly established company that deals with product design. This company aims to be very inclusive and has many employees from diverse cultural backgrounds. As it is a relatively new company, you have been tasked, as the HR manager, to present a presentation to your colleagues on effective communication to ensure that they are aware of the skill and how to improve upon it professionally.

STRUCTURE

Here are some tips for making a successful presentation to a group of peers:

- **Plan and Prepare Thoroughly:** Start by defining your objective, understanding your audience, and researching the topic. Then create a clear and concise outline and use visual aids to support your message.
- **Engage with the Audience:** Use eye contact, ask questions, and use humour to create a connection with your audience. Encourage participation and feedback to make the presentation more interactive.

- **Practice, Practice, Practice:** Rehearse your presentation several times, both in front of a mirror and in front of others, to become more confident and comfortable with the material.
- **Be Confident and Flexible:** Be confident in your knowledge and delivery, but also be flexible and open to feedback. If you encounter any challenges during the presentation, stay calm and find a way to work through them.

Here are some resources for further reading on effective presentation skills and the importance of communication in the workplace:

- Presentation Skills and Techniques <https://www.businessballs.com/communication-skills/presentation-skills-and-techniques/>
- How To Communicate Better With Coworkers <https://www.indeed.com/career-advice/career-development/communicate-better-with-coworkers>
- Communication is the key in the workplace. Here's how to improve <https://www.betterup.com/blog/why-communication-is-key-to-workplace-and-how-to-improve-skills>
- Effective Communication in the Workplace: How and Why? <https://www.spiceworks.com/hr/engagement-retention/guest-article/effective-communication-in-the-workplace-how-and-why/>

DEMONSTRATION AND EVALUATION

After completing this learning content, you should now be able to demonstrate practical knowledge of how to change communication style in different circumstances, communicate effectively in presentations, and engage in role-play activities to practice different communication styles. You should have a deeper understanding of how to prepare for and deliver a successful presentation to a group of peers.

To assess your understanding and progress, you can reflect on the following questions:

1. How do you assess the situation and audience before choosing the appropriate communication style?
2. What techniques do you use to engage your audience in a presentation?



3. What steps do you take to prepare for a presentation and ensure its success?
4. In what ways have you improved your communication skills through role-play activities?
5. How do you manage challenges that may arise during a presentation, and how do you respond to feedback?

By reflecting on these questions, you can gain insight into your own strengths and areas for improvement and continue to develop your communication skills at an expert level.





INTERFACE



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