

# Gender Equity Project Sponsorship Program

Fall 2003 Workshop #3

## Public speaking and making effective presentations

October 1, 2003

### Agenda

**1:00 – 1:10 pm**

#### **Program administration**

- Collect balance surveys
- Announcements
  - We will not have time for Activity 2 today. You should, however, make plans to conduct this activity over the course of the semester. Before leaving the workshop today, form your groups and exchange contact information if necessary.
  - The Fall 2003 workshop schedule indicated that each associate would be asked to give a 15-minute talk during one of this year's workshops. We have decided not to do this. Today's 3-minute opening will be the only presentation you will need to make.
  - Handouts and readings for the October 15<sup>th</sup> workshop will be distributed via interdepartmental mail.

**1:15 – 2:50 pm**

#### **Public speaking and making effective presentations**

**1:10 – 1:15**

Tips on how to give feedback *GEP Staff*

**1:15 – 2:25**

Activity 1: Break into two groups of 8

- Each associate will present her 3-minute opening to the group.
  - Openings will be timed and associates will be asked to stop after 3 minutes, even if they are not finished.
- Each opening will be followed by up to 5 minutes of group feedback.

**2:25 – 2:45**

Tips and Strategies for Public Presentations

Presentation by Nikisha Williams (10 min)

Questions and group discussion (10 min)

**2:45 – 2:50**

Workshop Evaluation: Complete part I before leaving