



MPV_COMA
Communication
and Managerial
Skills Training
Seminar 9,10

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Agenda

- Student presentations conclusion
- Exercise 1. Performance appraisal
- Exercise 2. Survival in Desert

Presentations conclusion

Principles of good presentation

- Conciseness
 - Clarity
 - Simplicity
 - Order
-
- *“If I had more time, I would have written you a shorter letter” (Author unknown)*

Key elements of effective presentations

1. Understanding your audience.
2. Preparing your content.
3. Delivering confidently.
4. Controlling the environment.

Presentation skills

○ **Understanding Your Audience**

- Determine who the members of the audience are.
- Find out what they want and expect from your presentation.
- What do they need to learn?
- Do they have attitudes or interests that you need to respect?
- And what do they already know that you don't have to repeat?

Presentation skills

- **Preparing Your Content**
 - Identify a few key points
 - Don't include every detail
 - Use an outline
 - Start and end strongly
 - Use examples

Achieving clarity and impact

- Tell them what you are going to tell them (For instance, "In this presentation I will show you.").
- Tell them the key points, expanding and illustrating each one, clearly and concisely.
- Tell them what you have told them (For instance, "In closing." or "In summary.") and conclude.

The Presentation Planning Checklist

● Presentation

1. Does your introduction grab participant's attention and explain your objectives?
2. Do you follow this by clearly defining the points of the presentation?
3. Are these main points in logical sequence?
4. Do these flow well?
5. Do the main points need support from visual aids?
6. Does your closing summarize the presentation clearly and concisely?
7. Is the conclusion strong?
8. Have you tied the conclusion to the introduction?

Performance appraisal

- Fixing performance problems (<https://www.youtube.com/watch?v=OIXJ7xRU4K4>):
 - Clarify
 - Explain
 - Discuss
 - Agree
 - Review

Performance appraisal

- Employee development
- <https://www.youtube.com/watch?v=ym7t33WPb9s>

Performance appraisal

- Employee development
 - Aspirational
 - Interests
 - Measurable

Exercise 1. Performance appraisal

- Role play “Eager but having behavioral problem” (Cox and Dufault, 1996)

Exercise 2. Survival in desert

Tuckman's stages of group development

1. Forming
2. Storming
3. Norming
4. Performing
5. Adjoining

Belbin team roles (further reading)

- nine different behaviours (or contributions) that individuals display in the work place.
- <http://www.belbin.com/about/belbin-team-roles/>

SITUATIONAL LEADERSHIP®

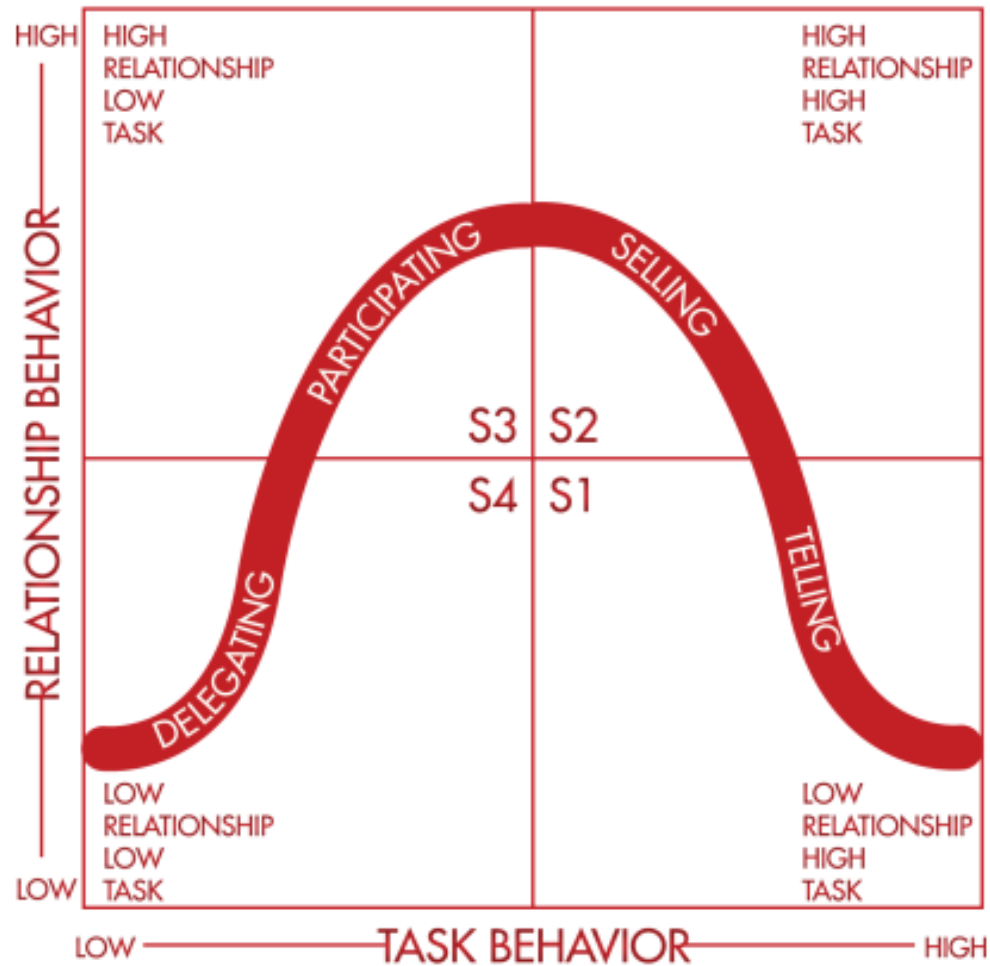
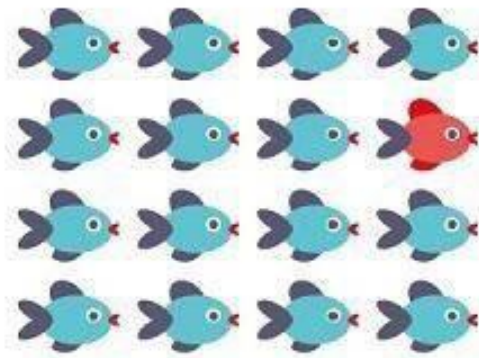


Figure 3: Situational leadership model (Blanchard et al. 2008).

Differences between

BOSS ← Vs. → LEADER



- **Drives** employees
- Depends on **authority**
- Inspires **fear**
- Says **"I"**
- Places **blame** for the breakdown
- **Knows** how it's done
- **Uses** people
- **Takes** credit
- **Commands**
- Says **"Go!"**

- **Coaches** employees
- Depends on **goodwill**
- Generates **enthusiasm**
- Says **"we"**
- **Fixes** the breakdown
- **Shows** how it's done
- **Develops** people
- **Gives** credit
- **Asks**
- Says **"Let's go!"**

Interesting videos

- Daily Bites on LinkedIn:
 - Discovering the eight levels of autonomy – delegating tasks
 - Habit distinctions and the four tendencies



Thank you for attention!