



Event and Project Management

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Starting Out



Be nice

It is
nice to be
important,
but it is more
important
to be **nice.**

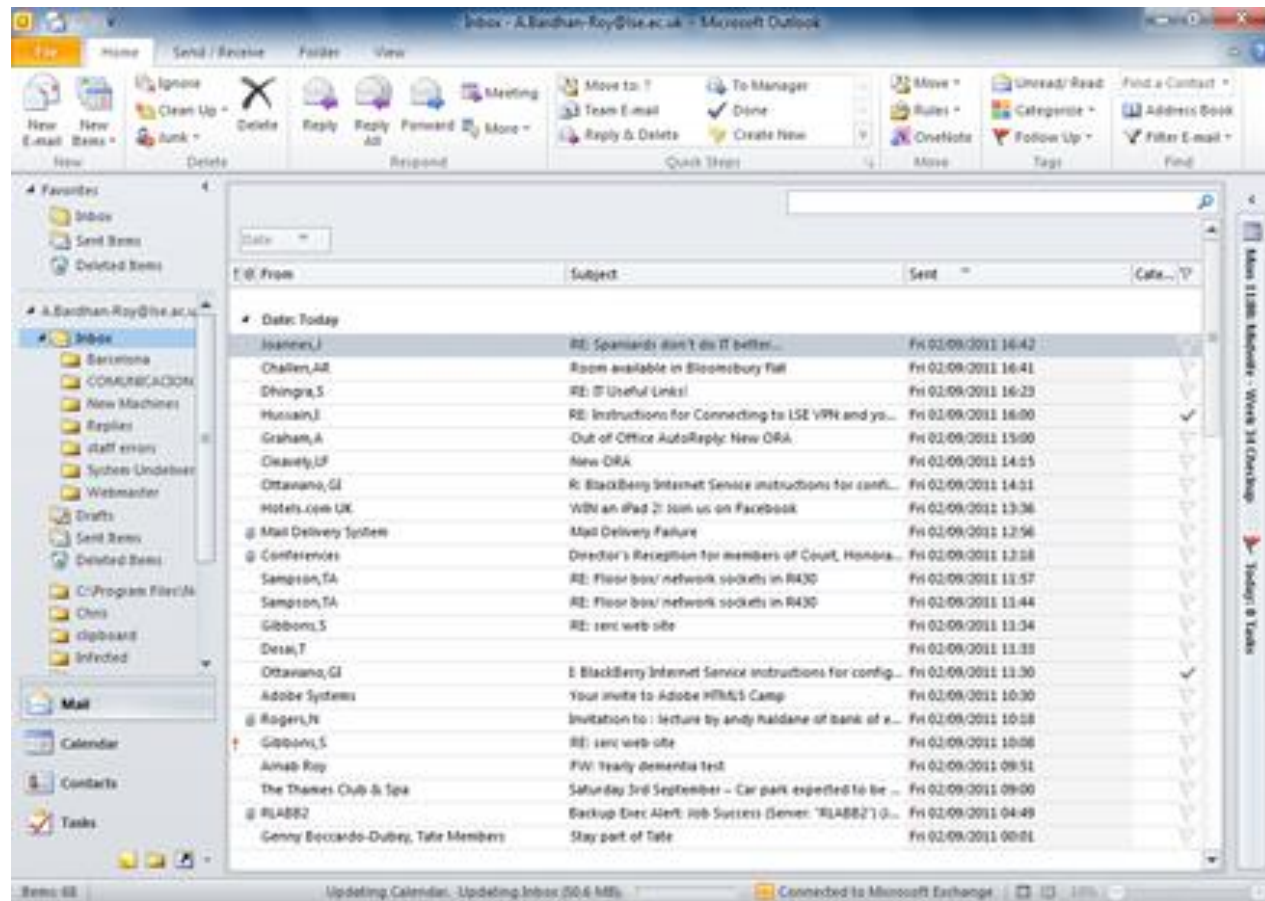
Don't go it alone



Ask questions



Don't use your inbox as a file store



Lists, lists and more lists



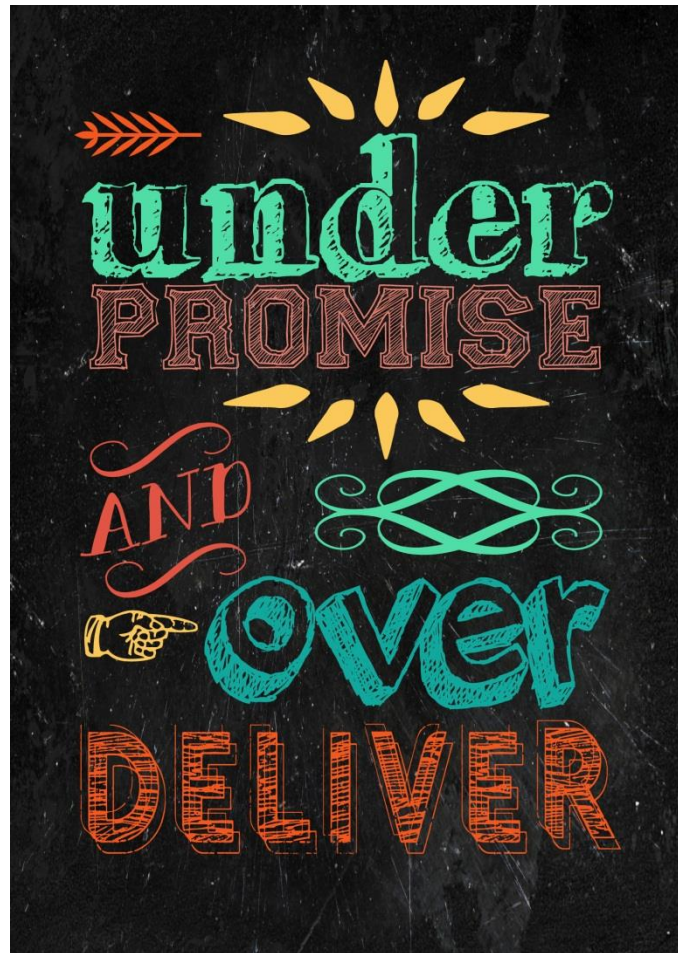
Rehearse



Take everyone's number



Under promise, over deliver



Don't be afraid to say no



The big day



Have tricks up your sleeve



AllPosters

Avoid awkward silences



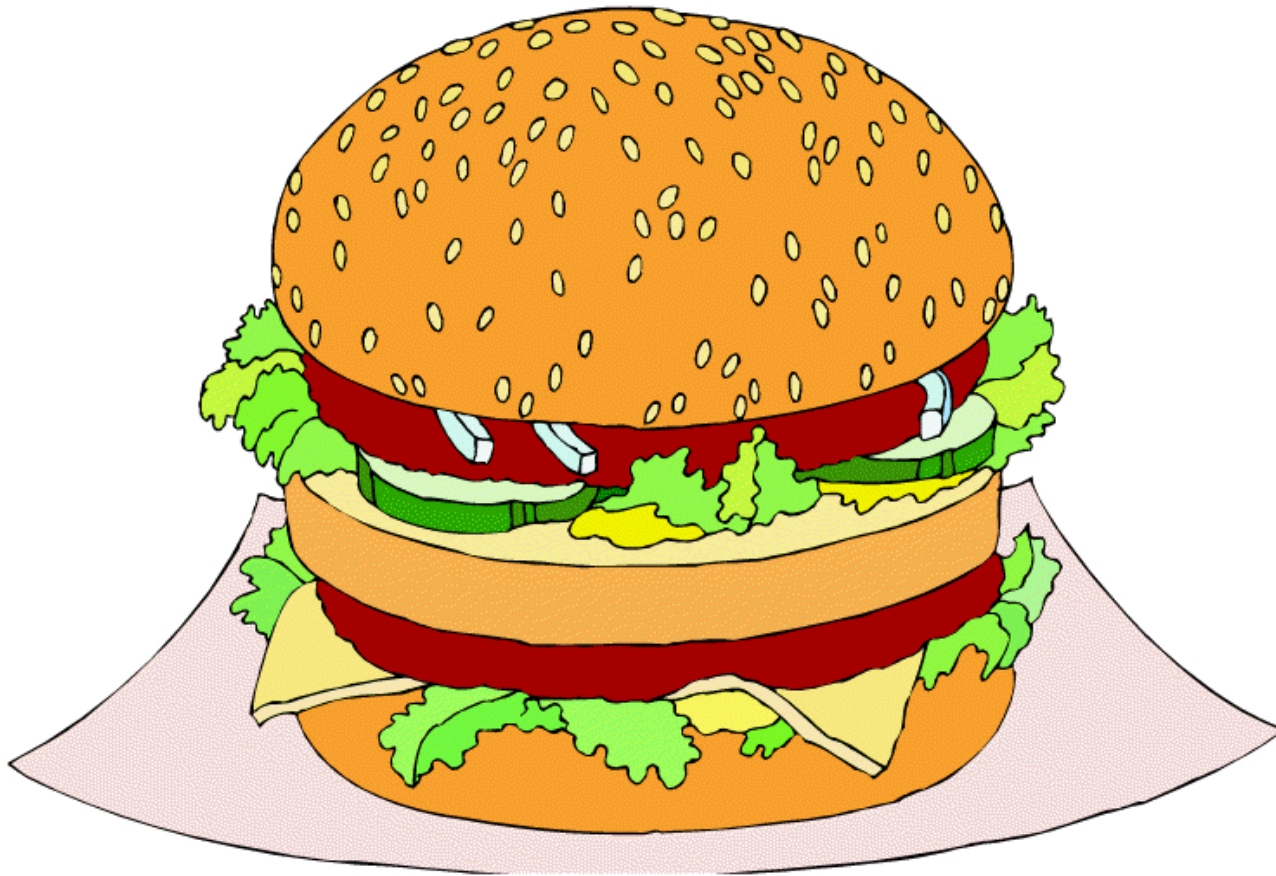
Name badges



Don't underestimate how long teenagers take to walk



Lunch is King



The morning after



Say thank you,
even if you don't mean it



Never, ever, ever read your
evaluations on the day



Thank you for listening.

Any questions?



Mastering Presentations: Preparing yourself for any audience

Amber Cuttill

Head of Widening Participation, Pembroke College

Session Overview

Preparation

Delivery

Handling questions

Presentation Preparation

Your own
presentation

What are the key
messages?

Who is the audience?

What is the best
narrative?

How can you best present
your information?

Pre-designed
presentation

Check the presentation
beforehand

Make any required
changes

Revise the topic

Practice!



Practical

Scenarios

In school – yr 6 students learning about university for the first time

On campus – teachers visiting from local schools just before lunch

On campus – an international students visit. This is their first session

In school – yr 11 students choosing post-16 qualifications next month

On campus – yr 9 students visiting a university for the first time

In school – an HE talk for yr 10 students on a Friday afternoon in July

At an open day – parents and carers attending a student finance talk



Delivery

Tip tips

Show your enthusiasm

Smile and make eye contact

Use your voice effectively

Body language

Breathe!

Co-presenting

Meet beforehand if possible

Listen to their cues

Agree on the presentation before
delivering it

Behaviour management

Who's
responsibility?

Know your policies

Should the teacher(s)
deal with it?

What can *you*
do?

Reminders/quiet words

Pausing

Handling questions

When do you want them?

How can they be hard?

Be prepared, but be honest

Confidence
is key!



Thank you for listening