

Presentations/ workshop preparation checklist and negotiation

Student A

You and your partner need to give a presentation together. Half the jobs that need to be done to prepare for the presentation are written below with the time that it will take. Without telling your partner the exact time needed, persuade your partner to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty fifty you should add the times with that in mind.

The person with the least total time is the winner.

Make the visuals for the presentation	3 hours
Experiment with the projector, microphone etc. and check it is working and you know how to use it	30 minutes
Decide on what order you will present the topics and write a brief outline	60 minutes
Run through the presentation with a colleague to make sure the timings are okay	50 minutes
Brainstorm ideas	25 minutes
Organise the brainstormed ideas into categories	20 minutes
Talk the presentation content through with your boss to get his approval	35 minutes
Stand outside the room and direct people to seats etc.	20 minutes

Which things from both your lists do you really think you will have to do next time you give a presentation or workshop?

What order is it best to do them in? How long will each one really take?

Draw up a presentations checklist for yourself.

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Student B

You and your partner need to give a presentation together. Half the jobs that need to be done to prepare for the presentation are written below with the time that it will take. Without telling your partner the exact time needed, persuade your partner to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty fifty you should add the times with that in mind.

The person with the least total time is the winner.

Write the text for the PowerPoint presentation	2 hours
Type up the handouts you are going to use	90 minutes
Rewrite your notes to make them easy to refer to while you are speaking (use highlighter pen etc.)	60 minutes
Phone the conference organisers to double check participant numbers, book equipment etc.	10 minutes
Prepare answers to possible questions	40 minutes
Go to the stationer's and buy a laser pointer	45 minutes
Arrange the presentation room	20 minutes
Photocopy and staple the handouts	15 minutes
Set up the computer equipment on the day	20 minutes

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