**AGENDA**

|  |  |
| --- | --- |
| **Event:** | **“Improving of communication and self-presentation skills” Workshop** |
| **Date:** | 10.10.2022 |
| **Time:** | 09:00 – 16:00 |
| **Venue:** | Mitrovice – Restaurant Mesura |

|  |  |
| --- | --- |
|  |  |
| **09:00 – 09:10** | **Entry** |
| **09:10 - 09:30** | **Presentation of the participants** |
| **09:30 – 10:30** | Video recording of short presentations (amateur) |
| **10:30 – 10:45** | **Coffee Break** |
| **10:45 – 12:00** | Effective presentations  How to speak effectively during the presentation? |
| **12:00 – 13:00** | **Lunch** |
| **13:00 – 14:30** | Presentation planning and the 8 steps of a successful presentation  Presentation with energy, calmness, and enthusiasm |
| **14:30 – 15:30** | Video discussion and roleplay |
| **15:30 - 16:00** | **Reflection/conclusion** |