

## **PRESENTATION SKILLS FOR GEOSCIENTISTS**

***ALL YOU EVER WANTED TO KNOW ABOUT EFFECTIVE COMMUNICATION***

**14<sup>th</sup> June 2011 / 16<sup>th</sup> June 2011**

**Bewleys of Leopardstown, Dublin**

More and more, geoscientists are required to give presentations at seminars, conferences or internal 'sales' of our projects to those who control the purse strings. Effective communication is not about having the best powerpoint slides, it is about understanding what your audience needs to know and how to communicate it to them clearly and concisely.

**Go on – take that leap and learn to present your data confidently & effectively!**



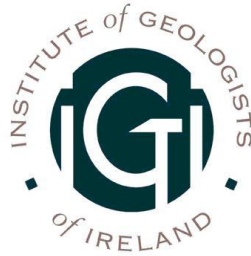
**IGI is running two 1-day courses in mid-June 2011 (14<sup>th</sup> and 16<sup>th</sup>)**

**Please choose which date suits you and register before May 20<sup>th</sup>**

**Places are limited to 20 – so don't delay and register now!**

**For details of the course and costs, see overleaf**

**Queries to : [admin@igi.ie](mailto:admin@igi.ie)**



## **PRESENTATION SKILLS FOR GEOSCIENTISTS**

**14<sup>th</sup> June 2011 or 16<sup>th</sup> June 2011 / Bewleys of Leopardstown, 9am -5.30pm**

See: [www.bewleyshotels.com/leopardstown](http://www.bewleyshotels.com/leopardstown)

The course will be delivered by leading communications company, **PSM Ltd.** [www.psm.ie](http://www.psm.ie) by PSM senior facilitator, **Brian McGeough**

### **Topics will include the following:**

- ☐ The importance of Attitude – who is the presentation for?
- ☐ How to prepare and structure a presentation
- ☐ Practical exercise for grounding oneself and maintaining composure
- ☐ Presentation role play and practical exercises
- ☐ Body language – addressing unhelpful mannerisms
- ☐ Connecting and engaging with the audience. How?
- ☐ Improving speech – authority, clarity, audibility and pace
- ☐ Visual aids as part of the presentation and not a distraction
- ☐ Important dos and don'ts

**Preparation:** To make the most of this one-day programme, we will ask each participant to prepare a 3 minute presentation on a subject that they are likely to be making a presentation in the future. Participants will be asked to present to the group on the day.



**Course fees (including 1-day tuition, refreshments, lunch, parking) are:**

**IGI Member (or Sponsoring Body\* member) €215**

**Others/ Non-Members €285**

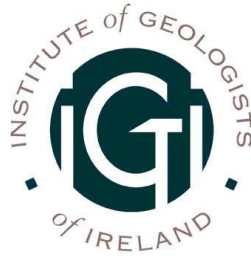
**\* Sponsoring Bodies are: IAEG, IAH, GAI, IMQS and GSI of EI.**

**To secure your place, please send your Registration Form before May 20<sup>th</sup> to:**

**IGI, c/o UCD School of Geological Sciences, Belfield, Dublin 4**

**Note that CPD points will be applicable to this course**

[www.igi.ie](http://www.igi.ie)



## REGISTRATION FORM

### PRESENTATIONS SKILLS FOR GEOSCIENTISTS

**14<sup>TH</sup> June / 16<sup>th</sup> June 2011**

<b>Name</b>	
<b>Company/ Organisation (if relevant)</b>	
<b>Address</b>	
<b>Email</b>	
<b>Tel/ Mobile</b>	
<b>Member of IGI or Sponsoring Body*</b> <i>*IAEG, IAH, GAI, IMQS and GSI of EI.</i> YES NO	
<b>Fee enclosed (tick)</b>	<i>Payment by Cheque/ Credit Card (please tick relevant)</i>
<b>€215 (IGI/ Sponsoring Body member)</b>	
<b>€285 (Non-Member)</b>	
CHEQUE to <i>Institute of Geologists of Ireland</i>	
CREDIT CARD: <i>Card Type (Visa/ Master)</i>	
<i>Name on Card and Date of Expiry</i>	
<i>Credit card number</i>	
<b>Please select your preferred date:</b> <b>Tuesday 14<sup>th</sup> June</b> <b>Thursday 16<sup>th</sup> June</b>	<i>Please enter the date here</i>
<i>If one date is over-subscribed, can you be flexible in your choice?</i>	Please circle: YES / NO
<b>Any special dietary or physical requirements?</b>	

**Note that CPD points will be applicable to this course**

**Please return this Registration Form before May 20<sup>th</sup> to:**

**IGI, School of Geological Sciences, UCD, Dublin 4**