

This is a coaching session between Sujan as a Coach & Andrei as a Coachee regarding “Presentation Skill development”. And we are following Landsbergs coaching model.

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Sujan: Good morning. How are you doing, Andrei ?

Andrei: Good morning. I am ok. I hope you are well too ?

Sujan: I am fine, thank you. So, What would you like to bring today’s session ?

Andrei: Well, I have had some good news. I have got a promotion, which is really great. But, I now, as part of this role, I am going to have to present for the first time. And I am very nervous about the idea of presentaing because I am usually just a techie behind my desk and the idea of presenting to people.

Sujan: Okay, So first of all, it’s a great news. Congratulations on that promotion. So, tell me about the presenting. What kind of presenting are you going to be done ?

Andrei: Thank you. Well, I am responsible for an IT platform that many of the staff use within the organisation and its kind of changed recently. These been upgrade, got the new tools, it’s quite boring but, we need to use it. So, it’s going to be training groups of it could be anything between 5 and 30 people.

Sujan: Ok. So, What would it be useful for us to spend the time on today that’s gonna help you feel more confident about it ? And what would you ideally like to leave this session with ?

Andrei: I think I need any tips on how to feel more confident and how I am going to do that for a good presentation. And I think - feeling calm, feeling that I know what I am doing.

Sujan: Okay, that’s really important. So, just feeling that you can do this ?

Andrei: Yes. Feeling I can do it and a sense of just how I am going to do that. Is there any rules, I can follow to feel better and cofident ?

Sujan: Okay. No, there is none, I am afraid ! But, there is some tips which I will tell you later. However, so - when does this new role start ?

Andrei: Well, I have just started the new role, but the first time I have got to deliver training is in about 2 weeks time.

Sujan: 2 weeks, Okay. So, I see you have got your pen and paper that you want to write that down as one clear goal. One sentence that says what you want to have ?

Andrei: Yes, Okay, so I have got to feel confident about presenting and knowing how to.

Sujan: Okay. So, with the confidence, if you were to think about you presenting now and measure that confidence on, for example - of a scale of 1 (one) to 10 (ten). So, 10 is high, 1 is low ; where would you say you are at the moment ?

Andrei: I think, I am fine with the material, so I am quite confident with the material. Because - I know the system, but the presenting, so the material, I am like 9 and in presenting itself, I am like about 5.

Sujan: Okay. So, with the material the actual training is when you say presenting, it's training, isn't it ?

Andrei: Yes, I am talking people through how to what to do, how to fill in these fields and fill in that field. It's a system that pretty much everyone in the organisation a large number of people use.

Sujan: So, what makes it a 9 for materials and with the thinking about the presentation, what makes it a 5 ?

Andrei: Oh, because I know that, I know of the material inside now. I know very, very well. So, no worries about that and for presenting I am so new to it, I am just a quite techie and so it's just new.

Sujan: Okay. So, what goes on for you inside when it's a 5 ?

Andrei: Yes, just feeling a bit nervous, It's like bit nervous and unsure. So, maybe if I can just find techniques and just tips how I am going to just manage that.

Sujan: Okay because when you were saying a bit nervous, you are kind of doing this to your hand (scratching hand), so I am guessing you are telling me about your hands. So, what goes and you are moving your hands a little bit.

Andrei: Yes, Yes, (Laugh). It just a little bit sweaty and a little bit scatty.

Sujan: You said - Scatty, in what ways ?

Andrei: Oh, My brain goes over, all over the place, yes. So, I think I just need a focus for just how I am going to deliver.

Sujan: Okay. So, have you presented in some other ways in some other scenarios with this people or team ?

Andrei: Yes, but - One to one, sometimes just showing people how to use the system and so on.

Sujan: Right, So - when you are doing that, you are sitting with them or standing ? And also How will that be different when you are presenting to the teams ?

Andrei: Sitting with them usually. And I guess it will just be a bigger room. But, I guess the process is kind of similar I need to take them through.

Sujan: Yes. So, where will be the training take place ?

Andrei: We have got a few training rooms and most of them will be in one or two.

Sujan: Right, Okay. So, what would you need to have ? I mean you want to have some tools & techniques that's going to help you calm your nervous. When you say it's 5 at the moment, what would you like your confidence when you are training?

Andrei: I guess, may be about 9.

Sujan: What would be different if it was a 9 ?

Andrei: I just think I would be organised and just with a clear steps of how I am going to do it.

Sujan: Right, Okay. So, if it was a 5 (five), how would you sit now if you think your confidence is a 5 ? Also, how would your body language change ?

Andrei: Probably think a bit sweaty (Laugh). Oh, I think I would be little bit more reserved and may be not looking at people, bit unhappy about myself.

Sujan: Okay. So, now if you were thinking you were 9. How would you say if you were a 9 (nine) ?

Andrei: Oh, well probably just like that, I would be really, really relaxed. Probably, I am stood up infront of them and very very relaxed and comfortable.

Sujan: Alright. So, what was different about your body language when you are when you are more confident ?

Andrei: Just more open, just more relaxed and comfortable. Also, I think I can focus more on work.

Sujan: So, what can you take from this that will help you ?

Andrei: The first thing I could do - remembering that I know my stuff, I think the other thing I could take just writing down what I am going to do in 90 minutes presntation session. Also, looking at people eyes and smile when presenting.

Sujan: Right. By the way, you mentioned that you have 90 minutes presentaion and you will need to write down ? What are you going to write down ?

Andrei: How long probably the introduction and show them screen by screen what's changed and what's remained, and then asking if there's any questions as we go along.

Sujan: Right. Okay, you said to begin with intro, so what would be in the intro and how long you are going to spend ?

Andrei: Yes. It is like Hi everyone, Good morning. I am just here to show you the new database that you are all going to be using, say little bit about myself and then screen by screen. Also, Intro will be about 10 minutes.

Sujan: Okay. So, what's come next after the intro and What you will do rest of the time ?

Andrei: I think after that we are pretty much into just going chunk by chunk through the system and I reckon that might take anything between 30-45 minutes. And then rest of the time I will spend on any Q&A.

Sujan: Ok, I got your point. Right. So, what I can see after talking to you long that you are well prepared about your presentaion materials and training stuff. Just a little lack of confidence which is not really a big deal.

Andrei: Thank you for your inspiration. It would be highly appreciable If you give me some more tips and advice, how my presentation will improve.

Sujan: Yes, I would like to give you some tips along with your own preparation that will help you for deliver a good presentation. For example, you stand in front of the mirror for a few days and practice your speech, paying attention to time management, body language and pronunciation. I hope and trust that you will be able to complete your presentation very well.

Andrei: Thank you Sujan. It's Appriciated. Thank you for your time and advice.

Sujan: You are welcome and I wish you all the very best.