



European Academy  
of Innovation

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[www.erasmus-training.eu](http://www.erasmus-training.eu)

## Academic Presentation Techniques Brno

### Training plan

#### Day 1 – Structuring the presentation

09:00 – 10:30	<ul style="list-style-type: none"><li>- Presentation of the project, venue, trainers, programme</li><li>- Getting to know each other</li><li>- Presentation of the participants and their universities</li><li>- Setting the rules</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Communication in the Academic culture</li><li>- What makes a good presentation?</li><li>- Structuring a presentation</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- Being on the spotlight – authentic &amp; vulnerable</li><li>- Reflection of the day</li></ul>

\* International Picnic

#### Day 2 – Presentation foundations - Body, voice and words

09:00 – 10:30	<ul style="list-style-type: none"><li>- How do our body effect our presentation?</li><li>- Body postures, gestures</li><li>- Voice techniques and excercises</li><li>- Tone, volume</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Words, content and context</li><li>- Feedback</li><li>- 4 MAT model</li></ul>
12:15-13:00	Lunch
13:00-15:00	<ul style="list-style-type: none"><li>- Individual activity: Developing and delivering a presentation about a happy moment in your life</li><li>- Practicing feedback</li><li>- Reflection of the day</li></ul>

\* Afternoon Walking City Tour



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### Day 3 – Visual aids

09:00 – 10:30	<ul style="list-style-type: none"><li>- Good old classics pt.I - PowerPoint</li><li>- Struggles and mistakes</li><li>- Interpreting images, Reading charts</li><li>- Transitions</li><li>- Graphical software</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Good old classics pt.II – Flipchart (Whiteboard)</li><li>- Markers,colours, frames</li><li>- Graphic facilitation</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- Individual activity: Develop and deliver a presentation about someone who inspired you for your current job</li><li>- Practicing feedback</li><li>- Reflection of the day</li></ul>

\* Digitarium & Planetarium

### Day 4 – Getting online - Modern help

09:00 – 10:30	<ul style="list-style-type: none"><li>- Online tools fr modern presentations pt. I</li><li>- Prezi</li><li>- Mind maps</li><li>- Scriberia, slides.com</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Online tools fr modern presentations pt. II</li><li>- Canva, Crello</li><li>- Posters, Infographics – Piktochart, Infogram</li><li>- Scribing</li><li>- Basics of Webinars</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- Individual activity: Preparation for a professional presentation using all techniques learned</li><li>- Practicing feedback</li><li>- Reflection of the day</li></ul>

\* Traditional Czech Dinner



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## Day 5 – Lessons learned

09:00 – 10:30	<ul style="list-style-type: none"><li>- Webinars</li><li>- How to prepare them ?</li><li>- What is different</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Delivering a final professional presentation using everything learned</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- Wrap up and final revision of the project</li><li>- Final feedback</li><li>- Reflection of the day</li><li>- Graduation</li></ul>

### Don't miss:

- ✓ [Špilberk castle and the Brno city museum](#)
- ✓ [Villa Tugendhat](#)
- ✓ [Capuchin crypt & mummies](#)
- ✓ [Jurkovič house](#)
- ✓ [Ossuary at St. Jame's church](#)
- ✓ [Dietrichstein Palace and the Moravian Museum](#)
- ✓ [Mendel museum & Augustinian abbey](#)
- ✓ [Veverí castle and Brno dam](#)
- ✓ [Digitarium & Planetarium Brno](#)
- ✓ [The Labyrinth & Mint Master's Cellar](#)
- ✓ [Open garden](#)



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## The Trainers



### **Filip Kňáček trainer, facilitator, pharmacist, volunteer, coach**

Filip is 5 years in non-formal education environment. He has extensive experience with short-term soft skills trainings aimed on topics such as time management, conflict management, presentations skills, leadership, communication, personality types, body language & movement, coaching and intercultural differences. He has written and organised trainings, workshops, projects and also conferences in professional and self-developmental environment. He studied Pharmacy at the University of Veterinary and Pharmaceutical Sciences Brno where he also works at the time and establishes cooperation of the University with third parties. Currently he is mainly focusing on self-developmental topics in the youth and academic field. He is also organising his own local workshops for public on the topics of self-love, trust and life behavioral patterns. In his work he is using different coaching approaches, working through embodiment, reflections and daring activities. He is actively volunteering in Czech NGO Brno Connected, which is part of Synergy group.



### **Adéla Firlová pharmacist by training, creative dreamer by soul**

In December 2014, she became the soft-skills trainer and ever since then, she has delivered many trainings all across the Europe. Her favourite topics are creativity, improvisation, coaching and cultural differences. After graduating as pharmacist, she worked in a pharmacy for two years to find out she needs something more creative. Since 2017, she has been a practical lab lecturer for two subjects at Faculty of Pharmacy Brno - Analytical Chemistry and Drug Analysis, therefore, she has the experience also with formal education of adults. Adela has also worked as Vice President of Education for European Pharmaceutical Students' Association - preparing educational programme for European Congresses as well as online webinars with both educational and soft-skills content, so you can tell that edu topics are very close to her.