napcore

# NAPCORE H.3.3 Read the manual !

3th November 2022

### Welcome

NAPCORE Mobility Data Days Trainings: Read the manual! 3rd November 2022 - 15:30 - 17:00





## **Objectives**

To enable enhancement of knowledge by identifying needs

To increase level of engagement of national/local stakeholders by building communication skills



### Outline

- How to communicate with your audiences useful tips and tools proposed by NAPCORE (presentation)
- Current challenges on engaging stakeholders and how to ovecome them (panel session)
- Collection of needs for training and guidance for efficient implementation of NAPs (discussion)
- NAPCORE supportive material for training organisers

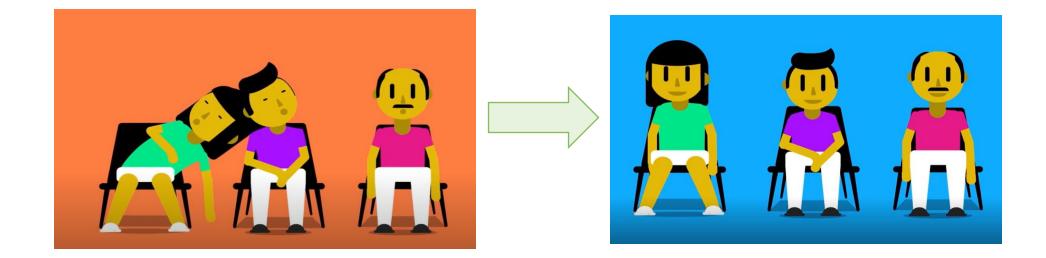
### Let's get to know you





https://forms.office.com/r/LwCFBqrpvh





# How to reach your audience

#### How to reach your audience

(2) Make Body Language Your Superpower - YouTube

### The Do's of presenting

#### COMMUNICATE YOUR MESSAGE



There are three elements of face to face communication words, tone of voice, and body language.

of an overall message is communicated with words (what is actually said). The three elements need to support each other for effective communication. If they do not, words are the least important of the three.



of an overall message is communicated through tone of voice.

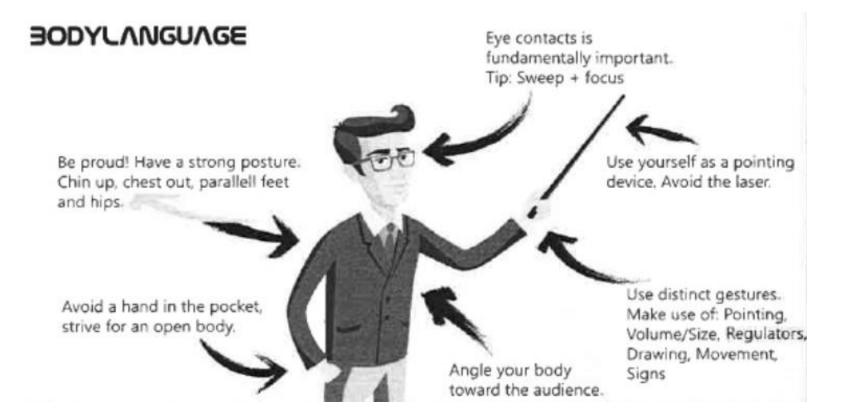


of an overall message is communicated through body language.

"In Latin, 'Omne Trium Perfectum' means every set of three is complete"

- Ethos3, Presentation Designer Agency

## The body language



### The Do's of presenting

#### THE DO'S OF PRESENTING

Use props, handouts and videos to make your presentation more exciting.

PRACTICE MAKESPERFECT



Practice, practice, practice! Whether it is on your own or in front of family or friends, run through your presentation a good few times. INTRODUCE Yourself

At the very start of your presentation, make sure you introduce yourself confidently to your audience.



#### EYECONTACT

Maintain eye contact with the audience to keep their interest. Keep your posture open and spread out.



#### USEPROPS ASK QUESTIONS

Always ask if the audience has any questions at the end, as this will help to get them involved.



## The Don'ts of presenting

#### KEEP THEIR ATTENTION



is the average attention span (in seconds) of humans in 2000. On average, our attention span has decreased quite considerably. This is relevant when it comes to presenting, as you need to ensure you grab the attention of your audience and maintain that attention.



is the average attention span of humans in 2016.

(-) 9s

is the average attention span of a gold fish.

"The optimal attention span for an audience, i.e the attention span that can be comfortably held by an interested human engaged in listening to a speaker, is not five to ten minutes.

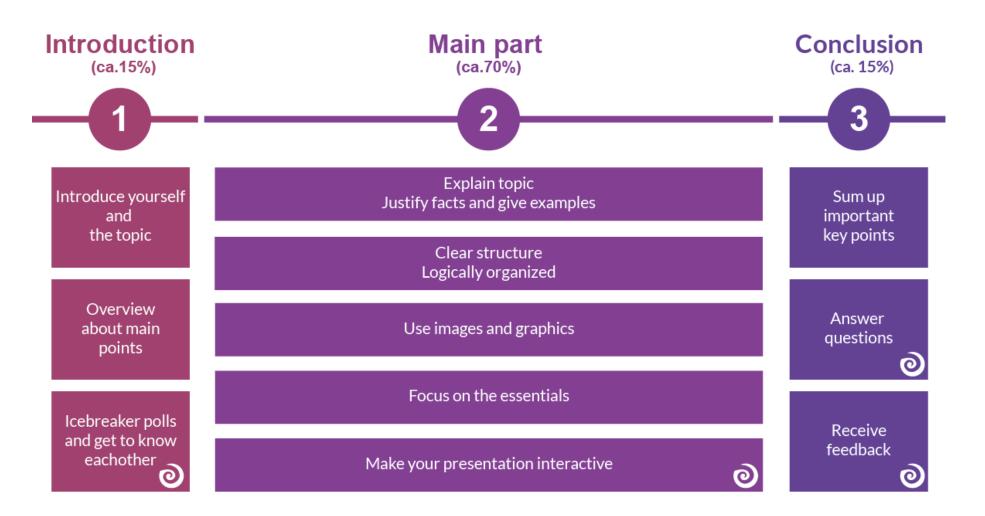
Instead, it is approximately twenty (20) minutes."

- Alf Rehn, Professor of Management, Speaker and Writer

### The Don'ts of presenting



### Structure of the presentation



Source: www.walkerstone.com, www.slidelizard.com

### Other useful things to consider

#### USEFUL CONSIDERATIONS



Make sure that your powerpoint is in a compatible format, depending on the computer.



Find out who your audience will be and whether it will be a whole room full of people or just presenting to three people.



Have your presentation on a backup USB stick in case of any technical issues, and email yourself a copy as well.



Check what room you will be presenting in and whether that room has all the right equipment you will need.



Plan what to wear the night before. Opt for an outfit that looks professional but will also make you feel confident.



Print out any handouts in advance, that you might want to provide the audience with during the presentation.

Source: www.walkerstone.com, www.slidelizard.com

# Current challenges on engaging stakeholders and how to ovecome them

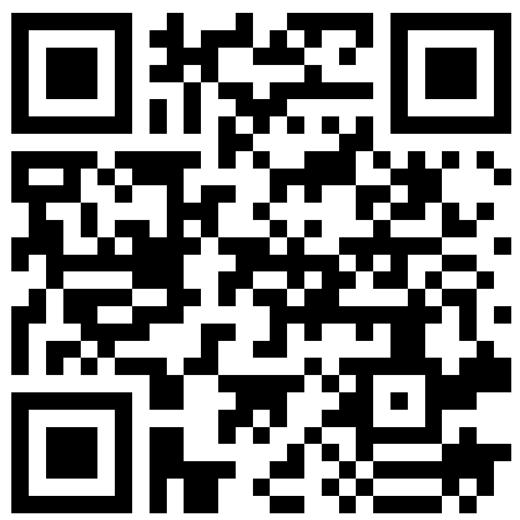
Exchange of experiences

Collection of needs for training/guidance for efficient implementation of NAPs (discussion)

Discussion

What are from your perspective the main topics you would like to receive a training or guidance?

https://forms.office.com/r/ddShHGbJLk



## 02- Training and guidance

1. What are from your perspective the main topics you would like to receive a training or guidance?

On technical matters (e.g. how to use and implement the data standards which conform with the Delegated Regulations, what should be the NAP architecture to implement etc.)

On strategic decision making (e.g. conditions on data re-use, governance of data, governance of NAP etc.)

On building communication skills to engage stakeholders to follow recommendations

Andere

# NAPCORE supportive material for training organisers

Presentation

### Tools

- Approval of trainings according to NAPCORE budget
- Feedback Questionaire
- Training Guidelines
- Report training

NAPCORE [all partners] - H3.3 - All documenten (sharepoint.com)

### Teamworks

good teamwork and bad teamwork - YouTube



#### Thank you for the attention

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