Fielding Questions / Q&A Session: Preparing for the Audience Discussion

„Are there any questions?" Following the successful lecture, the final discussion is often a challenge. After everything has been prepared in detail, surprises still await. This activity-based workshop presentation course, led by theatre professionals, aims to help speakers evaluate and reflect on best practices for handling the question and answer session. The workshop helps to react adequately in emotionally charged situations and provides strategies to ultimately act with authority and actively manage the Q & A.

Participants will learn how to deal with "worst case scenarios" and handling aggressive comments and difficult questions while staying polite, confident and succinct. This includes the use of professional language as well as effective non-verbals, which contribute significantly to the success of last impressions. They will practice listening, expanding thinking time and use the discussion to reiterate their key message. Participants will have an opportunity to test their performance in a Q&A roleplay session, and get tailor-made a feedback from both the trainer and fellow participants.

Contents

→ Developing effective tactics for handling difficult questions
→ thinking on one's feet
→ Improving listening skills

→ Using professional language → Economizing language
→ Managing anxiety

Methods

→ voice and body techniques
→ partner and group work
→ language practice and analysis → role-play improvisation