



## DAAD “Kigaru ni Austausch Presentation Coaching” (Spring 2024) – Detailed Schedule and Requirements

Apply by April 28 to learn how to present in English like a professional with the guidance of bilingual expert Atsuko Kohata!

The coaching consists of five modules. Participation in all modules is required for completion. The program is held completely online.

1. **Workshop:** You get to know the other participants and your coach and get started on your presentation.

Date: Saturday, May 11, 16:00-19:00 JST / 9:00-12:00 CEST

What you need to do:

- Decide your presentation topic.
- Be ready to speak about your presentation topic in English for about 1 to 3 minutes.
- Participate in the workshop and introduce your topic to the other participants and the coach.

2. **First private coaching session:** You will prepare the first version of your presentation and define your individual challenges together with your coach.

Deadline: Finish your first session by Friday, June 7.

What you need to do:

- Schedule a session with the coach.
- Prepare a video of you giving your actual 15-25 min. presentation and send it to the coach *at least one week before your session*.
- Participate in the one-on-one session (1 hour) with your coach *by June 7*.
- Decide on the next steps together.

3. **Second private coaching session:** You will refine your presentation and work on your individual challenges together with your coach.

Deadline: Finish your second session by Friday, June 28.

What you need to do:

- Work on any areas that the coach has suggested in the previous session.
- Schedule a session with the coach.
- Send anything you agreed on with your coach one week before your session.
- Participate in the one-on-one session (1 hour) with your coach *by June 28*.
- Decide on the next steps together.



4. **Third private coaching session:** This will be the final lesson before you do your real presentation. \*

Deadline: Finish your third session by Friday, July 19.

What you need to do:

- Work on any areas that the coach has suggested in the previous session.
- Schedule a session with the coach.
- Send anything you agreed on with your coach one week before your session.
- Participate in the one-on-one session (1 hour) with your coach *by July 19*.
- Decide on the next steps together.

\* If you or the coach notice that you need additional help after your practice presentation, you may be given the chance to participate in an additional one-on-one coaching session, subject to approval by DAAD.

5. **Final presentation:** You give your final presentation at a "Kigaru ni Austausch" event.

Deadline: Finish before Friday, November 29.

What you need to do:

- Schedule a Kigaru ni Austausch event with DAAD at a date of your choosing (finish *by November 29*).
- Send the information for the flyer to DAAD *at least two weeks before the event*.
- Give your presentation to a live audience at Kigaru ni Austausch at your chosen date and answer the questions of the audience.
- If you wish to receive a certificate of completion, please contact DAAD after the event.

### Questions?

Please contact Ms. Rachel Martin of the DAAD Regional Office Tokyo at [martin@daadjp.com](mailto:martin@daadjp.com).