

Project Management

Kick-Off Meetings:
Making a Strong
Start



01

I can adopt strategies to make a strong start in my kick-off meetings

02

I can use targeted language to make a good impression during my kick-off meetings

Warm up

- How are kick-off meetings conducted at your company?
- What are your major challenges when conducting kick-off meetings in English?
- “You never get a second chance to make a first impression.”
What do you think of the above quote?



What makes a good kick-off presentation?

Brainstorm your ideas, try to come up with one suggestion, and add it in the chat. You can look at some of these pictures to give you some ideas.



Focus: Engage with your participants & present them with a plan

GET YOUR PARTICIPANTS' ATTENTION

Examples: *smile and greet meeting participants, make eye contact, interact with them (ask questions during the presentation), use pauses to check engagement, show a strong visual.*

PRESENT A PLAN

Your participants want to know what is going to happen. It's a good idea to give them an overview of the various points of the agenda. Use signposting to tell them what you will talk about, and when.: how long the meeting will last, when they can ask questions, etc. This gives certainty and allows them to anticipate and better follow the meeting.

Your Turn!

Give a brief 1 - 2 minute presentation to explain **ONE** of your current projects at work.

What is the project (describe it)?

Why is it important, or useful, or necessary?

As you present, use your phone to record yourself.



Listen to your recorded presentation, and complete the boxes in this checklist.



Feedback

REAL KICK OFF PRESENTATION EXAMPLE 1

You are going to watch the start of a kick-off presentation (next slide).

What is the speaker's job title, and what is he just about to do (at the end of the video)?

Make notes of any expressions you recognise.





Hangouts On Air

Language Focus

Complete the sentences with the words used by the speaker

Hey there _____.

Thanks for _____

Very _____ to be here.

I will _____ and _____ with the agenda.



Language Points

Greeting & Welcoming

Hello and welcome (more formal)

Hi everyone / Hey there everyone (informal / neutral)

Thanks for joining us

Signposting

I will now share my screen

Let's get started with the agenda

Let's get started with.... (the meeting, the presentation)



KICK-OFF PRESENTATION EXAMPLE 2

You are going to watch a full introduction of another kick off presentation.

1. (First Listen) Listen to the first 30 seconds: Is the man speaking to (a) a small team of people he knows well? OR (b) a large audience (5 to 10 people) including important stakeholders?

2. (Second Listen) Which of the extracts below do you hear the speaker say?

- hey there everyone
- let's get started
- thanks for coming
- would like to
- start with the agenda
- very excited to be here
- share my screen
- talk about



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TAP

Project Kick OFF



5:00



Language Points

Signposting

*We will start by + verb (in **ing** form, e.g. talking about the team)*

Then we will talk about....

Finally we will talk about...

Expressing enthusiasm

It's a pleasure to be here today

I'm very excited to be here today

We're delighted to be here.

Questions / Checking

Feel free to interrupt

Is that clear for everyone?

Is that okay for everyone?



Your Turn!

- Give your project presentation again, focus on the sections in the box below.
- Try to use some of the expressions we have seen earlier, without writing a full script. Make it spontaneous and don't worry about making mistakes!

WELCOME / GREET AUDIENCE
USE SIGNPOSTING
SHOW ENTHUSIASM / MOTIVATION
INVITE QUESTIONS / CHECK ENGAGEMENT

Feedback

- Have you seen improvements between the first time you gave the presentation and the second time?
- How did you feel giving the presentation the second time?



The Learning Objectives for this session were:

I can adopt strategies to make a strong start in my kick-off meetings

I can use targeted language to make a good impression during my kick-off meetings

How do you feel now?

1: I can't do it

2: I can do it, but with difficulty

3: I can do it quite well

4: I can do it well and with confidence





Wrap up

- Was this session helpful to you? What did you find helpful?
- What did you find difficult? What do you still need more practice with?
- How will you use this material in a future context?