The Q & A Session:
Getting Prepared for an Audience Discussion

**Objective**
This one-day activity-based workshop, led by a theatre professional, aims to help speakers evaluate and reflect on best practices for handling the question and answer session. Participants will learn how to deal with “worst case scenarios”, and handling aggressive comments and difficult questions while staying polite, confident and succinct. They will practice listening, expanding thinking time and use the discussion to reiterate their key message.

**Description**
Exercises are used throughout the course to ensure that participants can immediately put skills into practice. Participants will have an opportunity to test their (perpaired) performance in a Q & A roleplay session and get tailor-made 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

**Methodology**
- Voice and body techniques
- Partner and group work
- Language practice and analysis
- Role-play improvisation

**Conditions**
Participants will be required to prepare a 3-minute overview of their topic as a basis for the audience discussion.

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**Organizational Information**

<table>
<thead>
<tr>
<th>Language / Format</th>
<th>English / On campus</th>
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<tbody>
<tr>
<td>Target group</td>
<td>Doctoral Candidates at all stages from all faculties</td>
</tr>
<tr>
<td>Date</td>
<td>Friday, 27 October 2023, 9:00 – 17:00</td>
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<tr>
<td>Registration</td>
<td>For registration click here</td>
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