

The Art of Effective Presentations | 3 Days

Whether speaking publicly or to a private group, the ability to deliver a great presentation means efficiently and effectively convey your message. In this course, you will learn strategies to master your speaking skills, confidently standing before a group and delivering your message. Expert instructors will provide constructive feedback, identifying the areas in which you are most polished, as well as offering tips to master the rest.

Who Should Attend

Anyone desiring to improve their ability to speak self-assuredly, in front of both internal and external groups.

Job Roles

- Personal Development
- Leader of Teams/Projects
- Leader of Managers/Departments

Objectives

- Explore what makes a successful presentation
- Recognize the factors that go into building and delivery of presentations
- Outline, develop and build a high quality presentation
- Successfully deliver and close an effective presentation

Course Outline

What is a Successful Presentation?

- Defining the Effective Presentation
- Generating Passion and Enthusiasm
- Techniques for Delivering Value

Creating the Basic Structure

- Building the Outline and Backbone
- Determining Presentation Type
- Capturing Audience Attention
- Tailoring the Presentation to Your Audience

Organizing Your Program

- Choosing the Presentation Length
- Setting a Time Frame
- Creating the Topic Outline
- Making the Key Points
- Categorizing and Breaking Down Information

Fact-Finding

- Identifying sources of Information
- Gathering Facts and Data
- Using the Internet as a Resource
- Citing Key Points with Citations

Building Your Presentation

- Writing Your Presentation
- Reviewing Editing and Rewriting Slides
- Structuring to Keep Attention
- Observing Visual Guidelines

Delivering Your Presentation

- Making the Audience Your Focus
- Engaging the Audience
- Building In Breaks
- Winding Down the Presentation

Interacting with Your Audience

- Opening and Capturing Attention
- Encouraging Questions and Discussion
- Reading the Audience and Keeping Their Engagement High
- Handling the Unexpected

Improve Your Nonverbal Communication

- Understanding Body Language
- Creating Consistency: Practice, Practice, Practice
- Building Trust with your Audience

Matching Your Words to Your Movement

- Reinforcing Your Words – Saying What You Mean
- Controlling Involuntary Movements
- Focusing on Your Posture

Closing Your Presentation

- Calling the Audience to Action
- Conducting a Closing Q&A Session
- Post-event Involvement: Sending Emails and Sharing Your Presentation



Topic-specific, post-class materials to enrich your journey.

eBooks, On-demand Courses, Quick Videos, Personal & Team Assessments, Tools & Templates