

Presentation Skills

Course Summary

Description

The course is very interactive and dynamic. Activities are built in to develop the participant's skills quickly. Each participant will present a 15 minute segment (video-taped) of an actual presentation he/she will have to deliver. Each participant will receive a DVD of his/her presentations. The handout is user friendly and it is a great tool for personal refreshment.

Objectives

At the end of this course, students will be able to:

- Organize and develop content for effective presentations.
- Prepare effective visual aids and prompting devices.
- Make questions and answers reinforce major points.
- Deliver presentations with energy, poise and conviction.
- Recognize the qualities of an effective presentation.

Topics

- The Phases
- The Message
- Communication Skills
- Adults learning principles
- Visual Aids
- Dealing with the unexpected
- Tips of the trade
- Top presentation mistakes
- Action Plan

Prerequisites

There are no prerequisites required for this class.

Duration

Two days

Presentation Skills

Course Outline

I. The Phases

- A. Preparing
- B. Presenting
- C. Reviewing

II. The Message

- A. The opening remark
- B. The core content
- C. The closing remark

III. Communication Skills

- A. Communication process
- B. Body language
- C. Adapting to your audience
- D. Strategies to get the audience involved

IV. Adults learning principles

V. Visual aids

VI. Dealing with the unexpected

- A. Challenging audience
- B. Handling questions & objections
- C. Stress management

VII. Tips of the trade

VIII. Top presentation mistakes

IX. Action plan