

Effective Virtual Presentation Skills

Course Summary

Description

Does speaking in front of a group of people make your heart beat faster, your hands sweat and your knees go weak? Do you want to have a greater impact on your audience? Are you stuck with speaking AT a screen and not hearing your audience? Not knowing if anyone is even still there?

The impact we have is largely based on how well we communicate our ideas and engage our audience. Whether we are providing information to an internal audience or making an impassioned plea externally, we need to be confident in our ability to express ourselves.

In addition, we are now presenting online. In this workshop you will discover ways to create and deliver virtual and live presentations that are impactful, interactive and effective. You will get tips and tricks on how to make the technology work for you, how to set up your “studio” to look more professional and increase your credibility and how to use online tools to engage your audience.

This two-day workshop is specifically designed to reduce the anxiety of public speaking and help you gain competence and confidence. Gain practical tips that you can apply immediately. You will participate in a number of different exercises and also have a chance to do a mini presentation and gain immediate feedback and coaching.

Objectives

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

- Develop a proven strategy to prepare your presentation
- Communicate your ideas with confidence and authority
- Use relaxation techniques that work
- Earn respect in front of the room
- Have fun the next time you need to present

Topics

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| • Achievement / Results Orientation | • Interpersonal Relations |
| • Adaptability / Flexibility | • Leadership |
| • Analytical Thinking | • Policy Development |
| • Client Service | • Promotion |
| • Communication | • Public Speaking / Presenting |
| • Computer and Digital Technology | • Reading Skills |
| • Document Use | • Relationship / Network Building |
| • Engagement and Motivation | • Self Confidence / Self Esteem |
| • Impact and Influence | • Writing Skills |
| • Innovation and Initiative | |

Audience

Anyone who is required to do occasional or frequent presentations to internal or external audiences.

Prerequisites

There are no prerequisites for this course.

Duration

Two days

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Course Outline

- I. *Overcoming the Anxiety of Presenting*
 - A. Tools to remain calm before and during a presentation
 - B. Breathing, pacing, and relaxation techniques
- II. *Platform Skills*
 - A. The artful use of body language
 - B. Maintaining eye contact
 - C. The power of voice projection, tone, intonation, and pacing
 - D. Appropriate use of humour
 - E. How to use “the stage”
- III. *Delivery Styles*
 - A. Finding what’s natural for you
 - B. Introvert/Extrovert – what does it matter?
 - C. The balance between memorizing, impromptu speaking, and reading
 - D. Use of visual aids to support your presentation and captivate your audience
- IV. *Tips and Tricks for Maximum Impact*
 - A. Handling questions and answers
 - B. Rehearsal techniques
 - C. How to keep your audience’s attention
 - D. Presenting as a group
- V. *Value-Added Content*
 - A. Defining your purpose
 - B. Analyzing your audience
 - C. Developing your presentation
 - D. The crucial first minute
 - E. Holding the audience’s attention
 - F. Classic closings