

Skills for Effective Presentations

Course Summary

Description

Does speaking in front of a room of people make your knees knock? Would you like to master the art of public speaking? Do you want to have a greater impact on your audience? The impact we have on our organization is largely based on how well we communicate our ideas. 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.

This course is specifically designed to reduce the anxiety of public speaking and to instill a level of confidence you never thought possible. Like learning any other skill, we reduce the fear of the unknown and practice, practice, practice, until you are actually looking forward to your next speaking opportunity! Gain practical tips that you can apply immediately. Participate in a number of different exercises and gain the confidence to become an accomplished public speaker.

Designed for small groups, the program is led by an experienced public speaker that will entertain, inform and inspire you.

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
- Utilize relaxation techniques that work
- Command respect in front of the room
- Face even the toughest of audiences
- Have fun the next time you need to present

Topics

- But I Can't Breathe!
- Confidence is Key
- Step-by-Step to the Basics
- Beyond Words
- The "Worst Speech You Have Ever Heard"!
- Tips and Tricks for Maximum Impact
- Effective Use of Visual Aids
- It's All in the Delivery•

Audience

This course is designed for anyone who is required to do occasional or frequent presentations to internal or external audiences.

Prerequisites

There are no prerequisites required for this course.

Duration

Two days

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Course Outline

I. But I Can't Breathe!

II. Step-by-Step to the Basics

- A. Defining your purpose
- B. Analyzing your audience
- C. Developing your presentation
- D. Rousing introductions: the crucial first minute
- E. Holding the audience's attention
- F. Classic closings

III. Beyond Words

- A. The artful use of body language

IV. The "Worst Speech You Have Ever Heard!"

- A. Spot the 10 mistakes

V. Tips and Tricks for Maximum Impact

- A. 7 bad habits to avoid
- B. Recovering from a mistake
- C. Using humour appropriately
- D. Handling questions and answers

VI. Effective Use of Visual Aids

VII. It's All in the Delivery

- A. Memorizing
- B. Reading
- C. Speaking from notes
- D. Impromptu speaking
- E. Maintaining eye contact
- F. Voice projection
- G. Getting away from the podium
- H. Room Preparation
- I. To PowerPoint or not to PowerPoint?
- J. Dealing with a tough audience
- K. Rehearsal techniques