

Presentation Skills

Course Summary

Description.

Through lecture, discussion, and workshop, this class is designed to help the attendee identify and develop desirable skills to become an exceptional presenter.

Objectives

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

- Understand the importance of being a good presenter
- Understand why and how to plan a presentation
- Know how to organize a presentation
- Know the strategy of presenting

Topics

- You Have to PLAN IT!
- You are Not the Audience
- How Much to Prepare – More than enough?
- Humor – How much?
- State the Obvious
- Begin and End: Strong
- Prepare to Win or Plan to Lose
- Organizing it All
- Slide Preparation
- What Comes First?
- Practice
- How Much?
- What Parts?
- Exercises are interspersed
- Strategy of Delivery
- Tone
- Work the Plan
- Respond (Don't React)
- Odds & Ends: Starting Time - How Much Time
- More Odds & Ends: Your Voice - Non Verbal Skills - Pausing
- Exercises are interspersed

Audience

Anyone in a business needing to present ideas, reports, or other information to individuals and/or groups

Prerequisites

There are no prerequisites for this course.

Duration

Two days