

The Art of Effective Presentations | 3 Days

Whether speaking publicly or to a specific audience, the ability to build, develop and deliver a purposeful presentation is key to being able to convey your message and achieve your desired results. In this course, you will learn strategies to structure and develop presentation content focused on audience need and key points, identifying the areas in which you are most polished, as well as picking up hints and tips to address any gaps.

WHO SHOULD ATTEND:

Anyone desiring to improve their ability to create and deliver effective presentations for any audience.

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
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

Gathering Facts and Data
Using the Internet as a Resource
Citing Key Points with Citations

Building Your Presentation

Writing, Editing, and Rewriting Your Presentation
Structuring to Keep Attention
Observing Visual Guidelines

Delivering Your Presentation

Making the Audience Your Focus Through Engagement
Building In Breaks
Winding Down the Presentation

Interacting with Your Audience

Opening and Capturing Attention
Encouraging Questions and Discussion
Reading the Audience
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

We Ensure Personal & Professional Growth Through:



TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

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