



Presentation Skills

Present like a Pro

Course Description

Your two days will be spent in a group setting with a facilitator, learning, and practicing fundamental and advanced presentation skills. Included in the workshop are instructor-led exercises, group activities, and an extensive feedback process; all of these are designed to increase your comfort and competency when speaking in public.

Outcomes:

- Plan presentations purposefully to improve audience retention
- Manage visual aids and PowerPoint with professionalism and ease
- Feel and sound more confident by engaging the audience like a pro
- Learn structures to keep presentations succinct and professional

Make an Impact with PowerPoint

- PowerPoint Resources
- Slide Design
- Slide Management Techniques
- Thinking Outside the Screen

OPEN UP: Six Traits of Exceptional Presenters

Who is an Exceptional Presenter?

Organization

- Three-Step Prep
- Building Presentation Structure
- Planning for Obstacles & Tough Questions
- Conducting Q&A Sessions
- Impromptu Speaking: STARR Method

Passion

- How to Bring Passion into Presentations
- Uncovering Your Passion

Understand the Audience

- Audience Analysis Tool

Keeping Audience Attention

Engaging

- Tricks of the Trade
- Gestures & Posture
- Eye Contact
- Dynamics of Voice & Vocal Projection

Natural

- Transitions
- Pull and Push Transition Methods
- Common Transition Mistakes

Live Practice

- In-class Preparation for Final Speech
- Feedback Questions
- Prepare in 5 Simple Steps