

Presentation Skills

2 Full Days

Description

This course offers a step-by-step approach to planning, preparing, and delivering presentations to both large and small groups. Practical tools include a planning worksheet where you'll evaluate your audience, define your objectives, choose the right format, select and organize information, and identify where and how to use presentation aids. A preparation worksheet will lead you through each step of your presentation, from preparing your opening and writing transitions to planning your questions and answers (Q&A) and troubleshooting possible problems. You'll learn strategies for effective delivery, including tips on using body language, communicating and listening successfully, and obtaining feedback. In-text exercises enable you to pull the pieces together and practice the skills you need.

Outline

Chapter 1: Get Ready to Make Successful Presentations

- Elements of A Successful Presentation
- Benefits of Learning to Give Successful Presentations
- Key Actions for Making Successful Presentations

Chapter 2: Reducing Presentation Fear

- Reasons for Presentation Fear
- Reducing Fear

Chapter 3: Planning a Presentation

- Plan for Success
- The Planning Steps

Chapter 4: Preparing the Presentation

- Script or Notes?
- From Outline to Script or Notes
- The Presentation Environment
- Prepare for Questions and Answers (Q&A)
- Anticipate Problems

Chapter 5: Delivering the Presentation

- Practice Makes Perfect
- Delivering your Presentation