

Presentation Skills

Course Length: 1 Day

Course Description

Description: This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker, or seminar discussion leader. No matter which role you are assuming, this workshop will help you become more efficient and proficient with the skills of providing information to others.

Course Content

Lesson 1 – Getting Started	<ul style="list-style-type: none">• Icebreaker• Housekeeping Items• The Parking Lot• Workshop Objectives
Lesson 2 – Creating the Program	<ul style="list-style-type: none">• Performing a Needs Analysis• Writing the Basic Outline• Researching, Writing, and Editing
Lesson 3 – Choosing Your Delivery Methods	<ul style="list-style-type: none">• Basic Methods• Advanced Methods• Basic Criteria to Consider
Lesson 4 – Verbal Communication Skills	<ul style="list-style-type: none">• Listening and Hearing: They Aren't the Same Thing• Asking Questions• Communicating with Power
Lesson 5 - Non-Verbal Communication Skills	<ul style="list-style-type: none">• Body Language• It's Not What You Say, It's How You Say It
Lesson 6 - Overcoming Nervousness	<ul style="list-style-type: none">• Preparing Mentally• Physical Relaxation Techniques

Lesson 7 - Creating Fantastic Flip Charts

- Required Tools
- The Advantages of Pre-Writing
- Using Colors Appropriately
- Creating a Plan B

Lesson 8 - Creating Compelling PowerPoint Presentations

- Required Tools
- Tips and Tricks
- Creating a Plan B

Lesson 9 - Wow 'Em with the Whiteboard

- Traditional and Electronic Whiteboards
- Required Tools
- Using Colors Appropriately
- Creating a Plan B

Lesson 10 - Vibrant Videos and Amazing Audio

- Required Tools
- Tips and Tricks
- Creating a Plan B

Lesson 11 - Pumping it Up a Notch

- Make Them Laugh a Little
- Encouraging Discussion
- Dealing with Questions

Lesson 12 - Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations