

Presentation Skills

Overview

In this course, students will learn active listening skills to facilitate the exchange of ideas in meetings and presentations. They will also organize your ideas to create coherent and convincing oral presentations.

Course Objectives

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 Outline

1 - Getting Started

Icebreaker
Housekeeping Items
The Parking Lot
Workshop Objectives

2 - Creating the Program

Performing a Needs Analysis
Writing the Basic Outline
Researching, Writing, and Editing

3 - Choosing Your Delivery Methods

Basic Methods
Advanced Methods
Basic Criteria to Consider

4 - Verbal Communication Skills

Listening and Hearing: They Aren't the Same Thing
Asking Questions
Communicating with Power

5 - Non-Verbal Communication Skills

Body Language
It's Not What You Say, it's How You Say It

6 - Overcoming Nervousness

Preparing Mentally
Physical Relaxation Techniques
Appearing Confident in Front of the Crowd

7 - Creating Fantastic Flip Charts

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

8 - Creating Compelling PowerPoint Presentations

Required Tools
Tips and Tricks
Creating a Plan B

9 - Wow 'Em with the Whiteboard

Traditional and Electronic Whiteboards
Using Colors Appropriately
Creating a Plan B

10 - Vibrant Videos and Amazing Audio

Required Tools
Tips and Tricks
Creating a Plan B

11 - Pumping it Up a Notch

Make Them Laugh a Little
Encourage Discussion
Dealing with Questions

12 - Wrapping Up

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