

Course 143: Effective Presentations (2 day)

Course Description...

In this course you will learn how to prepare a winning presentation with clear objectives that catch and keep attention. Self preparation including controlling nerves and speaking clearly and confidently will be covered. We will see how to read an audience, judge mood and handle difficult questions.

Learning Objectives...

- Learn how to prepare a clear, on point presentation
- Read your audience by watching for telltale nonverbal signs
- Preparing winning visual aids
- How to rehearse
- How to handle logistics and handout materials
- How prepare yourself and handle nervousness
- Closing effectively
- Handling tough audiences and questions and managing hostility
- Paying attention to non verbal signals

Who should attend...

Anyone who must give effective presentations to clients or management.

Prerequisite...None

Course Outline	
<p>Introductions and Objectives</p> <ul style="list-style-type: none"> ▪ Negotiate learning objectives <p>Video Session #1!</p> <ul style="list-style-type: none"> ▪ Video taping session #1 Seeing yourself for the first time ▪ Team feedback and personal action plans <p>Preparing a winning Presentation</p> <ul style="list-style-type: none"> ▪ Define the purpose and objectives using a 10 point presentation primer ▪ Structuring materials ▪ Dealing with logistics <p>Preparing yourself</p> <ul style="list-style-type: none"> ▪ Analyzing your appearance ▪ Improve your voice ▪ Eliminate tension 	<p>Delivering a Presentation</p> <ul style="list-style-type: none"> ▪ Speaking confidently ▪ Controlling nerves ▪ Handling Handouts ▪ Interact with the audience ▪ Closing <p>Handling the audience</p> <ul style="list-style-type: none"> ▪ Paying attention to Non Verbals ▪ Fielding questions ▪ Dealing with hostility ▪ Judging the mood <p>Practice Makes Perfect – Video Session #2!</p> <ul style="list-style-type: none"> ▪ What and how to practice <p>Personal Action Plans</p> <ul style="list-style-type: none"> ▪ Develop personal action plans for your next presentation

Please contact your ROI representative to discuss course customization!!!