



Program length: 16 hours

Audience: This program is intended for anyone who wants to improve the quality of their presentations and increase their confidence in front of groups.

What you will learn:

- How to prepare and conduct presentations that captivate and inspire your audience
- How to use effective physical presentation skills
- How to use notes and visual aids effectively
- How to interact skillfully with your audience
- How to apply your presentation skills to delivering virtual, team and impromptu presentations
- How to look and sound more competent and confident while delivering formal and informal presentations

Module 1: Characteristics of effective presenters

- What makes a presentation effective
- Relative impacts of channels of delivery
- Self assessment
- Conduct presentation #1

Module 2: Managing nervousness

- Managing nervousness before the presentation
- Managing nervousness during the presentation
- Channeling nervous energy

Module 3: Audience analysis and content organization

- Reasons to analyze your audience
- What to analyze
- Two general purposes for presentations
- Organizing an informative presentation
- Organizing a persuasive presentation

Module 4: Vocal delivery skills

- Vocal projection
- Vocal pitch
- Vocal pacing
- Conduct presentation #2

Module 5: Visual delivery skills

- Eye contact
- Hand and arm gestures
- Foot placement and movement

Module 6: Using notes and visual aids

- Preparing notes and using them during a presentation
- Preparing visual aids and using them during a presentation

Module 7: Handling questions and answers

- How to handle Q&A during a presentation
- How to transition into the Q&A period
- How to end the Q&A period
- Conduct presentation #3

Module 8: Virtual presentations

- Using presentation skills during a teleconference
- Using presentation skills during a video conference

Module 9: Team presentations

- Pros and cons of presenting as a team
- Preparing team presentations
- Conducting team presentations
- Conduct presentation #4

Module 10: When things go wrong

- What can go wrong during presentations
- How to handle it when things go wrong
- Conduct presentation #5