

PRESENTATION SKILLS

The purpose of this fourteen-hour course is to empower participants to prepare and deliver better presentations in terms of capturing, keeping, and motivating the audience. Your delivery, confidence, organization, flow, and competence will increase from this course.

COURSE OBJECTIVES

Upon completion, participants will be better prepared to:

- Apply adult learning principles to presentation preparation and delivery
- Use methods for engaging an audience and keeping it interested
- Handle nerves and hostility more effectively
- Identify and practice verbal and nonverbal elements of effective delivery style
- Interact and check in with the audience

COURSE OUTLINE

1. Overview
2. Preparation
 - Adult learning theory and its impact on presentations
 - Understanding audience needs and how to meet them
 - Organizing thoughts and content: the order of preparation
 - Considering design, style, and visual aids
 - Creating interest and credibility in the first three slides
 - Content blunders: what to avoid
3. Delivery
 - The order of delivery
 - Communication essentials
 - Ways to maintain poise: mental, chemical and physical
 - Creating interest and credibility in the first three slides
 - Dealing with a tough audience
 - Speaking habits to avoid
 - Course review and action plan
4. Bringing it all together
 - Deliver presentations to peers and get feedback in a safe environment