

Effective Presentation Skills – 2 Day Seminar

Who should attend?

- Anyone who wants to practice and improve their ability to speak in front of others

Content Description

This seminar focuses on presentation preparation based on Dale Carnegie's Presentation Guidelines. Participants will complete exercises to improve voice volume, intonation, clarity, and enunciation as well as to eliminate "ums" and "ahs". They develop and present 2 presentations, which are videotaped so participants can do a complete self-evaluation after the course. They receive verbal feedback from the facilitator and the other participants as well as a written copy of the facilitator's notes on each of their presentations. Participants will very clearly see their progress made during the course and will leave with a new level of confidence.

Course Content

Introduction

Traits of Effective Presenters

Pre-Presentation Planning

Building Rapport

Bridge the Communication Gap

The Power of Words

Body Language

Know Your Audience

Knowledge and Experience

Expectations, Attitudes, Group Size

Presentation Preparation

1. Plan

Establish goals

Research topic and audience

2. Prepare

Attention-getting Opening

Memorable Close

Support Key Ideas

3. Practice

Receive Feedback

4. Present

Positive First Impression

Gain Listeners' Attention

Build Rapport and Trust

Emphasize Understanding
Obtain Feedback
Persuade Them
Close

Questioning Techniques

Types of Questions
Questions from Audience
Effective Responses

Keep Your Audience's Attention

Techniques to Involve Your Audience
Types of Activities
Uses of Silence
Transitioning Between Topics
Humour in Presentations

Effective Closings

Review Objectives
Summarize Modules
Positive Closings

Handling Stress

Understand Your Feelings
Focus
Know Your Subject, Relax

Training Aids

Types of Training Aids
Effective Use of Training Aids