Effective Presentation Skills

This program gives the participants the enhanced skills required to present in front of others effectively and without fear. They will learn the importance of gaining the listener's attention, interest and trust along with the methodology to accomplish this. Practice during the session gives the participants the opportunity to learn in a safe, supportive environment.

Program Content:

Introduction
- Objectives
- Has it Ever Happened to You?

Preparation
- Research the Audience
- Audience Checklist
- Research the Topic

Presentation Development
- Goals of the Presentation
- Types of Presentations
- Presentation Structure
- Organizing Activities, Workshops, Timing & Handouts

Equipment and Environment
- Audiovisual
- Flipcharts
- Environment & Seating

Getting Ready to Present
- Appearance & Body Language
- Voice and Tone

Taking the Fear Out of Presenting
- Positive Energy
- Breathing and Relaxation Techniques

Making the Presentation
- The Art of Presenting
- Final Presentation

Post Presentation
- Managing Questions
- Presentation Checklist

Facilitation: 2 days (2 Gold Seal Special Industry Course (SIC) Points)