



Presentation Skills

Sharing knowledge, thoughts and ideas is essential in today's fast-paced communication driven environment. Managers, supervisors and others must be prepared to present in a variety of situations and skilled in expressing themselves effectively. This module increases participants' confidence and skill in making a variety of presentations. Participants will learn techniques for planning, organizing and delivering results-oriented messages, which they can use in situations ranging from informal discussions to formal presentations.

Focus Any Employee who needs to deliver formal presentations

Length 8 Hours

Performance Objectives

- Demonstrate effective physical presentation skills
- Utilize visual aids and notes effectively to enhance a presentation
- Interact skillfully with the audience
- Look and sound more competent and confident while delivering formal and informal presentations

Course modules include:

Characteristics of Effective Presentations	Participants will understand the elements of an effective presentation.
Audience Analysis	This module discusses how to analyze an audience to ensure that the information presented meets their needs and delivered in a way they will relate.
What Is Said	Participants will learn how to organize the content to maximize the impact and determine what information is kept and what to remove.
How It Sounds	Practice of core delivery skills is the focus of this module.
How It Looks	This module details how non-verbal actions effect presentation and delivery.
When Things Go Wrong	This module will review how do to handle effectively the challenges of presenting.