Whether speaking publicly or to a specific audience, the ability to build, develop and deliver a purposeful presentation is key to being able to convey your message and achieve your desired results. In this course, you will learn strategies to structure and develop presentation content focused on audience need and key points, identifying the areas in which you are most polished, as well as picking up hints and tips to address any gaps.

**WHO SHOULD ATTEND:**
Anyone desiring to improve their ability to create and deliver effective presentations for any audience.

**JOB ROLES:**
- Personal Development
- Leader of Teams/Projects
- Leader of Managers/Departments

**OBJECTIVES:**
- Explore what makes a successful presentation
- Recognize the factors that go into building and delivery of presentations
- Outline, develop and build a high-quality presentation
- Successfully deliver and close an effective presentation

**COURSE OUTLINE:**

### What is a Successful Presentation?
- Defining the Effective Presentation
- Generating Passion and Enthusiasm
- Techniques for Delivering Value

### Creating the Basic Structure
- Building the Outline and Backbone
- Determining Presentation Type
- Tailoring the Presentation to Your Audience

### Organizing Your Program
- Choosing the Presentation Length
- Setting a Time Frame
- Creating the Topic Outline
- Making the Key Points
- Categorizing and Breaking Down Information

### Fact-Finding
- Gathering Facts and Data
- Using the Internet as a Resource
- Citing Key Points with Citations

### Building Your Presentation
- Writing, Editing, and Rewriting Your Presentation
- Structuring to Keep Attention
- Observing Visual Guidelines

### Delivering Your Presentation
- Making the Audience Your Focus Through Engagement
- Building In Breaks
- Winding Down the Presentation

### Interacting with Your Audience
- Opening and Capturing Attention
- Encouraging Questions and Discussion
- Reading the Audience
- Handling the Unexpected

### Improve Your Nonverbal Communication
- Understanding Body Language
- Creating Consistency – Practice, Practice, Practice
- Building Trust with Your Audience

### Matching Your Words to Your Movement
- Reinforcing Your Words - Saying What You Mean
- Controlling Involuntary Movements
- Focusing on Your Posture

### Closing Your Presentation
- Calling the Audience to Action
- Conducting a Closing Q&A Session
- Post-event Involvement

**We Ensure Personal & Professional Growth Through:**

**TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY**
- eBooks, On-Demand Courses, Quick Videos,
- Personal & Team Assessments, Tools & Templates.

www.newhorizons.com