

## The Art of Effective Presentations

### Overview

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In this course, students will learn strategies to master your speaking skills, confidently standing before a group and delivering their message.

### Target Audience

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Anyone desiring to improve their ability to speak self-assuredly, in front of both internal and external groups.

### Course Objectives

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After completing this course, students will be able to:

- 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

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#### 1 - What is a Successful Presentation?

Defining the Effective Presentation  
 Generating Passion and Enthusiasm  
 Techniques for Delivering Value

#### 2 - Defining the Effective Presentation

Building the Outline and Backbone  
 Determining Presentation Type  
 Capturing Audience Attention  
 Tailoring the Presentation to Your Audience

#### 3 - Organizing Your Program

Choosing the Presentation Length  
 Setting a Time Frame  
 Creating the Topic Outline  
 Making the Key Points  
 Categorizing and Breaking Down Information

[Register Online](#)

### Schedule

Class Length: 3 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"  
 ILT = "Instructor-Led-Training"

02/23/22	7:00AM - 3:00PM	Boise, ID	OLL	€ 2250.00
06/22/22	9:00AM - 5:00PM	Boise, ID	OLL	€ 2250.00

#### 4 - Fact-Finding

Identifying sources of Information  
Gathering Facts and Data  
Using the Internet as a Resource  
Citing Key Points with Citations

#### 5 - Building Your Presentation

Writing Your Presentation  
Reviewing Editing and Rewriting Slides  
Structuring to Keep Attention  
Observing Visual Guidelines

#### 6 - Delivering Your Presentation

Making the Audience Your Focus  
Engaging the Audience  
Building In Breaks  
Winding Down the Presentation

#### 7 - Interacting with Your Audience

Opening and Capturing Attention  
Encouraging Questions and Discussion  
Reading the Audience and Keeping Their Engagement High

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