

The Art of Effective Presentations

Overview

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

Target Audience

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

Course Objectives

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

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

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
