

Presentation Skills Workshop

Course Duration 1 Day

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set.

The Presentation Skills workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

Course Objectives

At the end of the course participants will be able to:

- Perform a needs analysis and prepare an outline
- Select presentation delivery methods
- Practice verbal and non-verbal communication skills
- Knock down nervousness
- Develop and use flip charts with colour
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Describe how video and audio enhance a presentation and list criteria for determining what types to use
- Enrich the learning experience with humour, questions, and discussion.

Course Outline

Creating the Program

Performing a Needs Analysis
Writing the Basic Outline
Researching, Writing, and Editing

Choosing Your Delivery Method

Basic Methods
Advanced Methods
Basic Criteria to Consider

Verbal Communication Skills

Listening and Hearing: They Aren't the Same Thing
Asking Questions
Communicating with Power

Non-Verbal Communication Skills

Body Language
Gestures
The Signals You Send to Others

It's Not What You Say, It's How You Say It

Overcoming Nervousness

Preparing Mentally
Physical Relaxation Techniques
Appearing Confident in Front of the Crowd

Creating Fantastic Flip Charts

Required Tools
The Advantages of Pre-Writing
Using Colours Appropriately
Creating a Plan B

Creating Compelling PowerPoint Presentations

Required Tools
Tips and Tricks
Creating a Plan B

Wow 'Em with the Whiteboard

Traditional and Electronic Whiteboards
Using Colours Appropriately
Creating a Plan B

Vibrant Videos and Amazing Audio

Required Tools
Tips and Tricks
Creating a Plan B

Pumping it Up a Notch

Make Them Laugh a Little
Ask Them a Question
Encouraging Discussion
Dealing with Questions