

## Effective Presentation Skills

*"A presentation sets the stage for a speaker to introduce and sell products, information and new ideas. To be successful, the speaker must gain the attention, interest and confidence of the audience."*

- Anonymous

The skill of speaking and presenting effectively is valuable to many in today's business culture. This course is designed to help participants present information in an effective and convincing manner. The focus of this course is the three essential parts of all presentations. This course will impart techniques and skills that can be used immediately to improve any presentation.

### Learning Objectives

- Learn and practice the tools necessary for an effective presentation
- Understand aspects of an effective introduction.
- Learn the variety of methods available to retain interest during a presentation.
- Learn effective closure methods.

### Audience

This course is designed for managers, supervisors, team leaders, trainers or others in the organization that are required to make presentations to groups of people.

### Course Outline

#### *Day One*

- Introduction
- Delivery
- Tips For Using Lecture/Discussion
- Tips For Using Small Groups
- Involvement Principles
- Questioning Skills
- Open And Closed Ended Questions
- Analytical Questions
- Using Visual Aids
- Using The Flipchart
- Using The Overhead Projector And Transparencies
- Personal Presentation Techniques -- Eye Contact And Gestures
- Increasing The Effectiveness Of Gestures
- Closure
- Homework Assignment

### *Day Two*

- Brief review of tools from Day One
- Dealing With Problem Participants
- Avoiding The “Jitters”
- Video-taped presentations and feedback
- Action plan for applying skills at work

### **Program Format – 2 Days**

This two-day program uses behavioral objectives, demonstrations, skills practice, and reinforcement. The course instructor presents the major learning points, leads a discussion on the advantages of the skill and demonstrates the skill. Participants then practice the skill through videotaped group exercises and receive feedback from both their peers and the instructor. The maximum class size is 20, but for optimum results 12-16 participants is ideal.

If you want to learn more about this course, including costs, we invite you to visit [our contact us page](#) to request a one-on-one conversation with our staff.