

Presentation Skills

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. Participants will be provided a strong set of skills that will complement their current presentation skill set.

The Presentation Skills course will give participants tips that will make speaking in public less terrifying and more enjoyable. This course covers: creating a compelling program, using various types of visual aids and engaging the audience.

Objectives

Perform a needs analysis and an outline | Practice communication skills | Select presentation delivery methods | Knock down nervousness | Develop and use flip charts | Utilize white boarding for reinforcement | Enrich the learning experience

Presentation Skills Course Outline:

Module One: Getting Started

- > Icebreaker
- > Housekeeping Items
- > The Parking Lot
- > Workshop Objectives

Module Two: Creating the Program

- > Performing a Need Analysis
- > Writing the Basic Outline
- > Introducing the GROW Model

Module Three: Choosing Your Delivery Methods

- > Basic Methods
- > Advanced Methods
- > Basic Criteria to Consider

Module Four: Verbal Communication Skills

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

Module Five: Non-Verbal Communication Skills

- > Body Language
- > It's Not What You Say, It's How You Say It

Module Six: Overcoming Nervousness

- > Preparing Mentality
- > Physical Relaxation Techniques

Module Seven: Creating Fantastic Flip Charts

- > Required Tools
- > The Advantages or Pre-Writing
- > Using Colors Appropriately
- > Creating a Plan B

Module Eight: Creating Compelling PowerPoint Presentations

- > Required Tools
- > Tips and Tricks
- > Creating a Plan B

Module Nine: Wow 'Em with the Whiteboard

- > Traditional and Electronic Whiteboards
- > Required Tools
- > Using Colors Appropriately
- > Creating a Plan B

Module Ten: Vibrant Videos and Amazing Audio

- > Required Tools
- > Tips and Tricks
- > Creating a Plan B

Module Eleven: Pumping It Up a Notch

- > Make Them Laugh a Little
- > Encouraging Discussion
- > Dealing with Questions

Module Twelve: Wrapping Up

- > Words From the Wise
- > Review of Parking Lot
- > Lessons Learned
- > Completion of Action Plans and Evaluations