PRESENTATION SKILLS

LENGTH
1 Day

FORMAT
Live

The ability to present ideas effectively and persuasively is one of the most important professional skills you can learn, but surprisingly, it is also one of the most under-trained topics in the workplace today.

This module is designed for new or less-experienced presenters to learn and practice the core concepts and techniques you need to maximize influence, credibility, and impact in your presentations.

LEARNING OUTCOMES
After taking this course, you should be able to:
- eliminate 'fluff' and maximize the impact of your presentations
- present in a stimulating & engaging way
- use your presentation as a tool to help you influence your audience
- objectively review your performance and self-diagnose areas for improvement

COURSE OUTLINE

Planning Your Presentation
- Defining Your Purpose
- Setting SMART Presentation Objectives
- Understanding Your Target Audience

Organizing Your Ideas
- The Creative Process: Brainstorming, Note-Taking & Researching
- Validating Your Ideas

Creating Your Content
- Structure: The Pyramid Principle, Rule Of 3s
- Creating A Logical Sequence & Presentation Flow
- Presentation Visuals: Formatting Best Practices

Delivering Your Presentation
- Pace & Pausing
- Intonation, Pitch & Volume
- Using Personal Stories, Examples & Case Studies
- Asking & Answering Questions

Review & Feedback
- The SAGE Feedback Model

(Optional) Instructor-Led Workshop
- Develop & Deliver Your Own Presentation
- 1-on-1 Review & Feedback With Instructor