www.logicalimagination.com
800.657.1494

Presentation Skills

Course #: PD-105 **Duration:** 1 day

Prerequisites

None

Details

In this intensive one-day course, participants will learn the key skills to deliver effective and compelling presentations. This comprehensive program covers everything from overcoming nervousness and understanding the audience to planning, preparing, and delivering in-person and online presentations. Participants will also learn about managing audience reactions, incorporating ethical considerations, and continuously improving their presentation skills. The course will equip participants with the necessary tools and techniques to navigate, confidently and skillfully, various presentation contexts and audiences.

Software Needed

None

Outline

- **Overcoming Nervousness**
  - Preparing Mentally for Presentations
  - Physical Relaxation Techniques
  - Confidence in Front of the Crowd
  - Easing Audience Tension
  - Public Speaking Techniques
  - Techniques for Proper Breathing
- **Understanding the Audience**
  - Understanding the Importance of Audience Analysis
  - Identifying Audience Needs and Expectations
  - Cultural and Diversity Considerations
- **Planning and Preparing the Presentation**
  - Determining the Purpose and Goals
  - Types of Presentations (including different contexts)
  - Preparing a Well-Structured Plan
  - Researching, Writing, and Editing the Content
  - The Art of the Elevator Pitch
- **Creating Effective Content**
  - Utilizing Tools
  - Using PowerPoint Effectively
  - Incorporating Audio and Visual Elements

- Enhancing Presentations with Materials, Props, and Visual Aids
- Presenting Statistics, Surveys, and Diagrams
- Utilizing Quotations, Jokes, and Analogies
- Incorporating Exercises and Case Studies
- Using Text and Color Appropriately
- Ethics of Presentation

- **Understanding Your Delivery Method**
  - Logistics and Venue Considerations
  - Adapting to Different Presentation Spaces
  - Exploring Basic Delivery Methods
  - Advanced Methods for Engaging the Audience
  - Basic Criteria to Consider for an Effective Delivery
  - Online Presentation Skills

- **Verbal Communication Skills**
  - Communicating with Power and Conviction
  - Utilizing Vocal Variety and Modulation
  - Crafting Effective Openers and Closers
  - Managing Audience Questions and Engaging in Q & A Sessions
  - Active Listening vs. Hearing
  - Incorporating Storytelling Techniques
  - Persuasion Skills

- **Non-Verbal Communication Skills**
  - Understanding the Impact of Body Language
  - Utilizing Effective Gestures
  - Maintaining Appropriate Eye Contact
  - Sending Positive Signals to the Audience
  - Managing Facial Expressions and Non-Verbal Cues

- **Practicing for Success**
  - Importance of Practice, Self-Rehearsals, and Improvisation
  - Effective Techniques for Preparing and Rehearsing
  - Seeking and Receiving Feedback

- **Managing Reactions**
  - Engaging the Audience and Volunteers
  - Encouraging Discussion and Interaction
  - Dealing with Questions Effectively
  - Handling Negative Reactions
  - Addressing Problem Behaviors
  - Managing Critics

- **Evaluation and Improvement**
  - Self-Evaluation Techniques
  - Peer and Mentor Feedback
  - Continuous Improvement Strategies

- **Avoiding Common Mistakes**
  - Controlling Speed and Managing Time Effectively
  - Presenting an Appropriate Amount of Material
  - Maximizing the Impact of Visual Aids
  - Avoiding a Know-it-All Attitude