



Effective Presentations

About the Course

Designed for

Presenters of information, training, demonstrations, reports, etc, that wish to understand the components of an effective presentation.

Teaching Approach

The teaching approach contains a mix of lectures, practical, and one-to-one work and varies according to the people attending. Trainees actively participate in exercises throughout the day. Positive feedback from the participants is encouraged and appreciated.

Requirements

Those attending should have a short presentation, (10-15 minutes duration), in mind to work on throughout the day.

Course Material

A large part of each course is spent with a set of prepared exercises and projects so that those attending gain firm foundations through their own practical experience. These exercises are easily shaped towards the individual own presentation requirements on the day. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration.

Course Outline

Fundamentals of presentation

- Effective presentations
- Understanding effective presentations
- Understanding different types of presentations
- Planning a presentation
- Establishing objectives
- Determining objectives
- Making realistic objectives

Audience analysis and supporting material

- Audience analysis
- Analyzing the audience
- Supporting materials
- Selecting supporting materials
- Understanding the types of supporting material
- Exploring retention and visual aids

Building presentations

- Build presentations
- Building the presentation
- Develop an introduction
- Developing the introduction
- Capturing the attention of the audience

Building presentations continued

- Organize the body of the presentation
- Organizing the body of the presentation
- Using transitions
- Effective conclusion
- Creating the conclusion
- Closing the presentation

Presentation mechanics

- Visual aids
- Introducing visual aids
- Using different types of visual aids
- Understand visual aids
- Displaying visual aids
- Creating visual aids

Presentation process

- Extemporaneous speaking
- Understanding the presentation process
- Preparation for speaking
- Reducing the fear of speaking
- Using warm-up routines
- Deliver a presentation
- Using different aspects of voice
- Nonverbal communication
- Using nonverbal communication aids
- Maintaining a focus on the audience

Question-and-answer session

- Handle questions effectively
- Handling questions
- Understanding the question-and-answer session
- Handle challenging questions
- Handling challenging questions
- Handling challenging audience

Fundamentals of persuasion

- Understand persuasion
- Understanding persuasion
- Analyzing the audience
- Motivating the audience
- Making claims
- Organize a persuasive presentation
- Creating a persuasive introduction
- Understanding the body of a persuasive presentation
- Methods of persuasion
- Using different methods of persuasion