

PRESENTATION SKILLS



OVERALL OBJECTIVE

The Presentations for a Positive Impact Workshop aims to enhance the professional impression you make on others when giving presentations, through your ability to prepare content and a message suitable for a particular audience and then to articulate ideas appropriately, build relationships, and deliver the presentation with the desired impact; utilizing the verbal, vocal and behavioral skills necessary to influence others. Maximize the impact you make!

OUTCOMES

The participants will learn how to:

- effectively utilize voice, words, and behavior to influence others during presentations
- motivate and inspire others regarding ideas, concepts, and actions
- assess and monitor their presentation strengths and weaknesses
- make use of tools and approaches to improve their presentations
- utilize effective persuasive techniques
- prepare adequately for a presentation
- cope with “glitches” and questions
- handle visual, and electronic aids
- suitably engage an audience
- draw on own strengths
- make a positive impact
- respond to questions
- read an audience
- think on their feet
- build rapport

CONTENT

Pre-work:

- Participants to receive helpful guidelines to use
- Bringing a prepared two to three minute example of a presentation they have delivered or are planning to deliver. This will be their first prepared presentation filmed in the workshop

Workshop:

- Making presentations that make the difference
 - Practicing using a notebook and LCD unit, overhead projector, flipchart, post-its, whiteboard, microphone, or podium (any of these that would be appropriate)
- Cornerstone tools for professional presentations
 - What you look like
 - What you sound like
 - What you say
- Utilizing both content and delivery for maximum impact
- Planning and preparing for presentations
 - Analyzing the audience
 - Different techniques to quickly construct presentations
- Applying engaging techniques

Follow through:

- Feedback sheets and personal filmed copies
- Additional mentoring if required (optional)