

## The Art of Effective Presentations | 3 Days

Whether speaking publicly or to a specific audience, the ability to build, develop and deliver a purposeful presentation is key to being able to convey your message and achieve your desired results. In this course, you will learn strategies to structure and develop presentation content focused on audience need and key points, identifying the areas in which you are most polished, as well as picking up hints and tips to address any gaps.

### WHO SHOULD ATTEND:

Anyone desiring to improve their ability to create and deliver effective presentations for any audience.

### JOB ROLES:

Personal Development  
Leader of Teams/Projects  
Leader of Managers/Departments

### OBJECTIVES:

- Explore what makes a successful presentation
- Recognize the factors that go into building and delivery of presentations
- Outline, develop and build a high-quality presentation
- Successfully deliver and close an effective presentation

### COURSE OUTLINE:

#### What is a Successful Presentation?

Defining the Effective Presentation  
Generating Passion and Enthusiasm  
Techniques for Delivering Value

#### Creating the Basic Structure

Building the Outline and Backbone  
Determining Presentation Type  
Tailoring the Presentation to Your Audience

#### Organizing Your Program

Choosing the Presentation Length  
Setting a Time Frame  
Creating the Topic Outline  
Making the Key Points  
Categorizing and Breaking Down Information

#### Fact-Finding

Gathering Facts and Data  
Using the Internet as a Resource  
Citing Key Points with Citations

#### Building Your Presentation

Writing, Editing, and Rewriting Your Presentation  
Structuring to Keep Attention  
Observing Visual Guidelines

#### Delivering Your Presentation

Making the Audience Your Focus Through Engagement  
Building In Breaks  
Winding Down the Presentation

#### Interacting with Your Audience

Opening and Capturing Attention  
Encouraging Questions and Discussion  
Reading the Audience  
Handling the Unexpected

#### Improve Your Nonverbal Communication

Understanding Body Language  
Creating Consistency – Practice, Practice, Practice  
Building Trust with Your Audience

#### Matching Your Words to Your Movement

Reinforcing Your Words - Saying What You Mean  
Controlling Involuntary Movements  
Focusing on Your Posture

#### Closing Your Presentation

Calling the Audience to Action  
Conducting a Closing Q&A Session  
Post-event Involvement

### We Ensure Personal & Professional Growth Through:



**TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY**

Six eBooks and Six On-Demand Courses to Expand Your Professional Growth.