

STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS

Transform yourself from inexperienced speaker to skilled presenter. At this 3-day seminar, you will learn how to present your ideas with conviction, control and self-confidence – and without fear. You'll gain the specific skills and direction you need to become comfortable with your own presentation style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you will learn how to present by presenting.

HOW WILL YOU BENEFIT

- Tailor your presentation to your audience
- Use relaxation techniques to overcome nervousness
- Learn how to project your voice and use pauses to dramatize your point
- Expert handle difficult questions and situations
- Communicate with Clarity and conviction

WHAT YOU WILL COVER

Balancing Verbal and Nonverbal Messages

- Practicing nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- Making your content clearer and more memorable

Developing and Organizing Presentation Content

- Creating an audience profile and setting presentation parameters
- Condensing a speech outline into notes you can speak from

Preparing to Give the Presentation

- Learning the benefits of rehearsing, adhering to a time frame and speaking from notes
- Reducing stress and speaker's anxiety

Using Visual Aids and Support Materials

- Describing the purpose of the visual aids and the support materials
- Identifying tips for effective composition of visual content and speaker aids.

Handling questions from the Audience

- Explaining the importance of the question and – answer session
- Responding professionally to questions from the audience

Managing the Presentation Environment

- Describing the advantages and disadvantages of different room setups

- Anticipating, avoiding and handling equipment problems

WHO SHOULD ATTEND: Anyone who needs to give presentations, speaks in front of groups or sells ideas to others and has little or no presentation experience.

