

## PRESENTATION SKILLS TRAINING

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**COURSE LENGTH: 2.0 DAYS**

This Presentation Skills Training course provides you with the in-depth knowledge and skills to plan, create and deliver a powerful presentation that will capture the attention and interest of your audience.

After completing this course, you will have learned: how to choose the most appropriate and effective presentations and delivery method based on the message and audience, how to create fantastic flip charts and compelling PowerPoint presentations, the appropriate presentation tools, how to encourage questions and discussions after the presentation and much more.

This interactive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## PRESENTATION SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

Good information, great ideas or the best proposal only gets you half way. To be a successful professional presenter you need to be able to capture your audience and take them on your journey using effective presentations.

Positioning yourself and your ideas in a consistently positive and professional manner enables you to make a professional impression — the first time and every time. Raw information is logical but being logical does not capture anyone's attention for too long. Persuasive presentations start with raw information, opinions are added, colored with imagery, and given personality. The more of the mind you tickle, the more retention and motivation you reap.

This **Presentation Skills Training Program** will teach you how to prepare quickly, utilize the best method for delivering your message, and maintain audience interest at all times.

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### OUTCOMES

**By the end of this course, participants will:**

- ▶ Learn to design effective & engaging presentations
  - ▶ Select the most suitable delivery method based on the audience, the environment & the message being delivered
  - ▶ Master powerful & effective verbal & non-verbal communication techniques
  - ▶ Gain insight into effective techniques for calming nerves
  - ▶ Learn to create fantastic flip charts to support the key messages
  - ▶ Create compelling PowerPoint presentations
  - ▶ Learn different tools to add diversity & interest to engage an audience
  - ▶ Learn to pump it up a notch to deliver higher energy presentations
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Workshop Objectives

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#### Lesson 2: Presentation Preparation

- ▶ Conducting Needs Analysis
- ▶ Initial Outline Layout
- ▶ Research, Write and Edit

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#### Lesson 3: Delivery Method Options

- ▶ Types of Delivery Methods
- ▶ More Advanced Methods
- ▶ Basic Things to Keep in Mind

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#### Lesson 4: Communication Skills - Verbal

- ▶ Active Listening Techniques
- ▶ Questioning Techniques
- ▶ Powerful Communicating Tips

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#### Lesson 5: Communication Skills - Non-Verbal

- ▶ Body Language Explained
- ▶ Your External Body language
- ▶ Other's External Body Language

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#### Lesson 6: Overcoming Stage Fright

- ▶ Pre-Event Planning
- ▶ Mental Preparation
- ▶ Physical Relaxation Techniques
- ▶ Exuding Confidence to the Audience

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### Lesson 7: Create Effective Flip Charts

- ▶ Suggested Tools
- ▶ Flip Chart Advantages
- ▶ Effective Use of Colours
- ▶ Always Have a 'Plan B'

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### Lesson 9: Creative Use of Whiteboards

- ▶ Wall Mounted vs Electronic
- ▶ Suggested Tools
- ▶ Effective Use of Colours
- ▶ Always Have a 'Plan B'

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### Lesson 11: Pumping it up a Notch

- ▶ Making Them Laugh
- ▶ Engaging with Questions
- ▶ Promoting Audience Interaction
- ▶ Managing Questions and Comments

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### Lesson 8: Create Compelling Presentations with PowerPoint

- ▶ Suggested Tools
- ▶ PowerPoint Tips
- ▶ Always Have a 'Plan B'

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### Lesson 10: Vibrant Videos and Amazing Audio

- ▶ Suggested Tools
- ▶ Video and Audio Tips
- ▶ Always Have a 'Plan B'

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)