

## 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

#### Lesson 1: Why present?

- Welcome
- The purpose of presenting
- My presentation style
- Module 1 Reflection

#### Lesson 2: Researching your topic and organising information

- Primary and secondary research
- Selecting content
- Giving form to your presentation
- Module 2 Reflection

#### Lesson 3: Writing your presentation

- Starting with an outline
- Which words to use

#### Lesson 4: Verbal and Non-Verbal Communication Skills

- Listening and hearing

- Writing the introduction
- What to include in the body
- Writing the conclusion
- Editing
- Module 3 Reflection

- Asking and fielding questions
- Body language
- Module 4 Reflection

#### **Lesson 5: Overcoming Nervousness**

- Preparing mentally
- Physical relaxation techniques
- Rehearsing your presentation
- Module 5 Reflection

#### **Lesson 6: Using Visual Aids**

- Fantastic flip charts
- Creating compelling PowerPoint presentations
- Vibrant video and amazing audio
- Module 6 Reflection

#### **Lesson 7: Time to present**

- Presentation - take 2
- Module 7 Reflection

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#### **WEB LINKS**

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