

Presentation Skills Workshops

Course Number: 03025

Soft Skills: Presentation Skills Workshops

Course length: 2 or 3.0 day(s)

Course Description

Develop and enhance your public speaking style and turn even the driest, most mundane information into a dynamic, compelling presentation. No matter what the subject, deliver your message with poise and power. Give your words an appeal that captures attention and leads to inspiration—whoever your audience is.

A memorable presentation is about delivering your content with power and passion. The Workshops below will help you transform your ideas and visions into influential presentations

Course Objectives:

Develop your presentation skills to transform yourself from inexperienced speaker to skilled presenter!

In this three-day seminar, you'll develop your presentation skills and learn how to present your ideas with conviction, control and poise—and without fear. You'll gain the specific presentation skills and direction you need to become comfortable with your own style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you'll gain presentation skills by making actual presentations

Performance –Based Objective:

- 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
- Expertly handle difficult questions and situations
- Communicate with clarity and conviction
- Gain confidence in your presentation skills

Balancing Verbal and Nonverbal Messages

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

Developing and Organizing Presentation Content

- Create an audience profile and set presentation parameters
- Condense a speech outline into notes you can speak from

Preparing to Give the Presentation

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

Using Visual Aids and Support Materials

- Describe the purpose of visual aids and support materials
- Identify tips for effective composition of visual content and speaker aids

Handling Questions from the Audience

- Explain the importance of the question-and-answer session
- Respond professionally to questions from the audience

Managing the Presentation Environment

- Describe the advantages and disadvantages of different room setups
- Be able to anticipate, avoid and handle equipment problems

Target Student:

This course is recommended for everyone who needs to develop their presentation skills, speak in front of groups or sell ideas to others and has little or no presentation experience

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Extras from BLE

Your presentations will be recorded for playback and review. You can track your presentation skills by seeing for yourself what comes across to an audience. It's a great way to get instant feedback and helpful recommendations. This recording is yours to keep.



For Training Information, call 410-461-1083