

## Presentation Skills

**Description:** A great presenter has two unique qualities: appropriate skills and personal confidence.

This confidence comes from knowing what you want to say and being comfortable with your communication skills.

In this two day workshop, participants will master the skills that will make them a better speaker and presenter.

**Audience:** People whose role involves making presentations.

**Duration:** 2 Days

**Objectives:** Workshop Objectives include:

- ◇ Gain rapport with your audience
- ◇ Reduce nervousness and fear
- ◇ Recognize how visual aids can create impact and attention
- ◇ Create a professional presence
- ◇ Prepare and organize information in different ways

**Benefits:**

- ◇ Confidence in making your presentations
- ◇ Knowing objectives in advance
- ◇ Overcoming nervousness
- ◇ Dealing with uncomfortable situations
- ◇ Use appropriate tools



## Presentation Skills

- Content:** Introduction and Course Overview
- Communication
  - Edit Your Conversation
  - Appropriately Sharing Yourself with Others
  - Trust
  - Positive Self-Talk
  - Making the Most of Meetings
  - Body Language
  - Sticky Situations
  - Why Talk?
  - Planning Your Presentation
  - Overcoming Nervousness
  - The STARR Pattern
  - Start Writing!
  - Limit Your Information
  - Audience Profile
  - Your Speaking Voice
  - Add Punch to Your Presentation
  - Your Presentation
  - Workshop Wrap-Up



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