

P R O F E S S I O N A L P R E S E N T A T I O N S

V 7

This interactive course teaches participants how to improve current presentation styles by applying techniques, planning, and personal energy to the delivery. Participants learn there are many factors that influence a successful presentation. Included are videotaped presentations with one-on-one coaching and feedback of presentation styles.

Learning Objectives

- Identify and understand the skills involved in making a successful presentation
- Identify and understand how to manage the logistical part of the presentation
- Identify and understand how to manage the personal part of the presentation
- Identify and understand how to channel fear and anxiety into positive energy
- Identify and understand how to managing your audience
- Identify and understand how to use presence and projection in your delivery

Outline	Time
1. Know Yourself: Overview, Objectives and Personal Experiences	8:00 — 8:30
Presentation #1: Channeling Anxiety Introduce Yourself and select topic to discuss on anxiety (1-2 minutes/video/personal coaching)	8:30 — 9:30
2. BREAK	9:30 — 9:45
3. Your Non-Verbal Communication	9:45 — 10:45
4. Presentation #2: Summary of Personal Skills Summarize the non-verbal factors you selected (2-3 minutes/video/personal coaching)	10:45 — 12:00
5. LUNCH	12:00 — 1:00
6. Know Your Audience: topics that relate to audience participation	1:00 — 1:05
7. Your Favorite Modality	1:05 — 1:35
8. Active Learning Model	1:35 — 1:45
9. Understanding Personal Styles: DiSC	1:45 — 2:30
10. Break	2:30 — 2:45
11. Presentation #3: Review Adult Learning Principles (2-3 minutes/videotaped/class critiqued)	2:45 — 3:45
12. Facilitation skills	3:45 — 3:55
13. Presentation #4: Review Facilitation Techniques (2-3 minutes/videotaped/class critiqued)...optional/time permitting	3:55 — 4:45
14. Summary (prepare a business review for tomorrow)	4:45 — 5:00

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Day Two

1. Know How to Plan: Objectives and Review of Day-one	8:00 — 8:15
2. Presentation #5: Planning Formats (3-4 minutes/ videotaped/class critiqued/ one-on-one coaching)	8:15 — 9:30
3. BREAK	9:30 — 9:45
4. Which Would You Use: Exercise	9:45 — 10:00
5. Managing Meetings: Common dislikes; Productive Meetings; Divergence-Convergence; Meeting Conflict	10:00 — 10:30
6. Presentation #6: Project Review (3-4 minutes/ videotaped/ one-on-one coaching)	10:30 — 12:00
7. LUNCH	12:00 — 1:00
8. Know How to Deliver: Tips and techniques for delivery style	
9. Impromptu Speeches #7: Speaking on the fly (1-2 minute speech on a surprise topic)	1:00 — 1:45
10. Guidelines for Delivering a Persuasive Presentation: Using Humor; Asking Questions; Five Forms of Evidence P.A.J.E.S.; Flip Charts; PowerPoint; and Webinars	1:45 — 2:30
11. Preparing for Presentations...flipcharts/overheads/Powerpoint	2:30 — 3:00
12. Team Presentation #8: "Persuasive Presentation" Team presentations on a Business Topic (8-10 minutes each team/ audience engagement/ Q&A/ class critiqued)	3:00 — 4:00
13. Team Presentation Wrap-up	4:00 — 4:15
14. Graduation/ Certificates/ Evaluations	4:15 — 4:30

Audience	Length	Tools	# Participants	Format
Managers and Professionals	2-day	Planning Guide, Tips and Tricks, Video Taping	12	Classroom, leader led, interactive, skills practice, group critiques