



## **Presentation Skills One Day Program Description**

### **Overview:**

This highly interactive program allows participants to learn and practice core presentation skills. Participants are videotaped giving a series of presentations both informal and formal (using their own work presentation). Videotapes are reviewed and participants are given detailed feedback from the instructor.

### **Program Level:**

This program is appropriate for moderate to intermediate presenters who wish to take their presentations to a higher level.

### **Pework:**

Participants must bring a 5-7 minute existing business presentation to class. A 5-7 minute segment of a larger presentation is also acceptable.

### **Objectives**

At the end of this program, participants will be able to:

- Organize, develop and deliver presentations effectively.
- Develop and maintain a relationship with an audience.
- Answer questions from the audience with confidence.
- Use visual tools appropriately.
- Remove "verbal crutches" such as "um", "like" and "sort of"

### **Benefits**

- Speak and think with greater clarity
- Face an audience with confidence
- Make your own presentation style work for you
- Manage "stage freight"
- Use your body and voice to communicate the total message
- Influence your audience towards action