



## 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