



**GROWTHco**

## **Presentation Skills I: Presentation Skills 101**

**Category:**

Advanced Management

**Course Length:**

Full Day  
(8 hours)

**Facilitator:**

Bob Glover

**Materials:**

\$50 per participant total  
for all three Presentation  
Skills sessions

**Cancellation Policy:**

10 Business Days

**Minimum Number of  
Students:**

5

**Maximum Number of  
Students:**

20

**Description:**

Whether managing a meeting, or communicating with peers, colleagues, community, or professional groups, your single most important business tool is your ability to present ideas clearly and effectively.

Sitting or standing, in casual or formal situations, **Presentations Skills 101** teaches you how to create meaningful presentations that your audience will take note of, care about and buy into.

**Presentation Skills 101** is a skill development workshop that takes you beyond theory to actual practice.

It is a highly interactive workshop that will help you develop your own personal delivery style. The workshop will develop your basic presentation skills and teach you how to organize presentations to achieve your goals, create powerful message points that support your ideas, use visual aids effectively, manage your anxiety and nervousness, and communicate with confidence.

**Presentation Skills 101** is for individuals who make presentations to internal and external stakeholders. Regardless of skill level this workshop will hone your skills.

Participants will use their cell phones (or audio-visual capability will be provided) to record themselves using the techniques learned during all three sessions on Presentation Skills. Each participant will return to the following session with a video demonstrating mastery of the skills and techniques.

**GROWTHco**

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