

**Presentation Skills**

**Category:**

Essential Skills

**Course Prerequisite:**

None

**Course Length:**

16 hours

**Materials:**

Included (we provide digital materials only)

**Cancellation Policy:**

Less than 14 days, 50% non-refundable , less than 7 days 100% non-refundable

**Minimum Number of Students:**

5

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Pre-work:**

None

**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** teaches you how to create meaningful presentations that your audience will take note of, care about and buy into.

**Presentation Skills** 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 Training Course Outline**

* **Where to Begin**
  + Determine your why and know your what
  + Better understand your who
  + Structure for impact
  + Create compelling stories
  + Avoid ‘death-by-PowerPoint’
  + Manage the environment
* **Delivering a Powerful Message** 
  + Watch Your Language
  + Speaking Habits; the Good, the Bad, the Awful
  + Balancing Tone and Nonverbal Messages
* **The Final Touch**
  + Using Notes and Audio-visual Aids
  + Reducing Stress & Anxiety
  + Preparing for the Unexpected
  + Managing the Crowd; Disruptions, Questions, Objections