

Effective Presentation– 1 day

Prerequisites

None – Minimum of 4 delegates must be booked on this course to progress.

Fundamentals of presentation

- Effective presentations
- Understanding effective presentations
- Understanding different types of presentations
- Planning a presentation
- Establishing objectives
- Determining objectives
- Making realistic objectives
- Audience analysis and supporting material

Audience analysis

- Analyzing the audience
- Supporting materials
- Selecting supporting materials
- Understanding the types of supporting material
- Exploring retention and visual aids
- Building presentations

Build presentations

- Building the presentation
- Develop an introduction
- Developing the introduction
- Capturing the attention of the audience
- Organize the body of the presentation
- Organizing the body of the presentation
- Using transitions
- Effective conclusion
- Creating the conclusion
- Closing the presentation

Presentation mechanics

- Visual aids
- Introducing visual aids
- Using different types of visual aids
- Understand visual aids
- Displaying visual aids
- Creating visual aids

Presentation process

- Extemporaneous speaking
- Understanding the presentation process
- Preparation for speaking
- Reducing the fear of speaking
- Using warm-up routines
- Deliver a presentation
- Using different aspects of voice
- Nonverbal communication
- Using nonverbal communication aids
- Maintaining a focus on the audience

Question-and-answer session

- Handle questions effectively
- Handling questions
- Understanding the question-and-answer session
- Handle challenging questions
- Handling challenging questions
- Handling challenging audience

Fundamentals of persuasion

- Understand persuasion
- Understanding persuasion
- Analyzing the audience
- Motivating the audience
- Making claims
- Organize a persuasive presentation
- Creating a persuasive introduction
- Understanding the body of a persuasive presentation
- Methods of persuasion
- Using different methods of persuasion