

PRESENTATION SKILLS WORKSHOP

PURPOSE: The purpose of the Presentation Skills Workshop (PSW) is to provide employees with the knowledge, skills, and ability to:

- Plan and deliver an excellent speech or presentation
- Produce a stronger impact when presenting
- Gain confidence in the whole process of presenting

The workshop explores the entire presentation process, typical audience dynamics and effective presentation behavior. Participants learn how to use techniques that will strengthen their presentation skills in their own work and managerial situations.

LEARNING OUTCOMES: As a result of attending PSW, participants will be able to:

- Design a presentation or speech
- Apprise current levels of stress and pressure
- Analyze audience needs and responses
- Explain the dynamics of meetings
- Use speaking techniques with greater confidence

LENGTH: One Day 09:00 – 16:00 (Group size is limited to twelve people)

IACET CEU: 0.55 CEU

BENEFITS: A stimulating use of practice sessions, application exercises, feedback, and discussion of the real-life challenges faced by the participants. Participants are able to develop strategies for dealing with their own work situations. The program can be expanded to two days to include special client needs and more skill building problems Individualized, one-on-one coaching is also available.

PROGRAM OUTLINE

TIME	TOPIC
9:00	OVERVIEW AND EXPECTATIONS <ul style="list-style-type: none">• Purpose and objectives• Summary of desired outcomes of participants
9:15	THE CHALLENGES OF MAKING PUBLIC PRESENTATIONS <ul style="list-style-type: none">• Types of Presentations• Form of Different Types of Presentations
9:45	APPLICATION EXERCISE I <ul style="list-style-type: none">• Participants introduce themselves• Discussion• Organization and Clarity
10:45	BREAK
11:00	APPLICATION EXERCISE II <ul style="list-style-type: none">• Participants presentations• Feedback and discussion• Projecting Confidence
12:30	LUNCH
1:30	SPECIAL ISSUES WITH INTERACTIVE PRESENTATIONS Handling questions; disruptive audience; facilitating meetings
2:15	BREAK
3:40	APPLICATION EXERCISE III <ul style="list-style-type: none">• Participants presentations• Feedback and discussion• Handling Very Large Groups
4:00	END