



Presentation Skills – Speak with Confidence and Credibility

Duration: Two-day Workshop

Number of participants per session is limited to 8

Speaking to a group is one of the most feared activities among adults. Learn what to do when you go blank, how to handle visual aids, what to do with your hands, how to present persuasively and what to say when you get a question you can't answer, and much more! This workshop is designed for employees who are responsible for giving presentations to internal or external customers.

Objectives:

- Help build you confidence when making presentations.
- Increase engagement with your audience.
- Plan your ideas and information in a logical order for impact.
- Use visuals effectively.
- Respond to questions confidently.
- Control nervousness.

Workshop Topics:

- Improve the quality of your presentation through better use of your voice, eyes, gestures, posture and movement.
- Engage audiences mentally and physically.
- Use a presentation framework that ensures audience members know the goals and objectives for their presentation.
- Use creativity to maintain the interest of the audience.
- Use visual aids in an effective manner to support your presentation.
- Understand the key roles of effective presenters.
- Learn how to write and structure a presentation.
- Overcome anxiety with simple techniques that will put your nervous energy to work for you.
- Use eye contact, gestures, posture and voice tone for maximum impact.
- Define meaningful objectives.
- Create opening statements that grab the audience.
- Design the body of the presentation to support your objectives and opening statements.
- Successfully close the presentation.
- Handle questions with confidence.
- Develop a positive mental attitude about presentations and communication in general.
- Master the ability to gain and maintain audience attention and involvement.