

PRESENTATION SKILLS TRAINING

LEARN HOW TO DEVELOP AND DELIVER CONVINCING PRESENTATIONS TO ANY SIZE AUDIENCE

Most people are nervous when it comes to speaking in front of an audience and this single issue can be the reason for not receiving promotions at work. This course helps improve each participants ability to deliver formal and informal presentations.

Learn and practice techniques on how to present information in a self-assured, convincing manner to your audience:

- ?? To inform
- ?? To demonstrate procedures or techniques
- ?? To persuade

Through proven techniques and video practice sessions, you will gain confidence and skill in your ability to overcome the anxieties of speaking in public.

- ?? The class meets once a week for ten weeks.
- ?? Each class is four hours
- ?? The instructor is uniquely qualified and highly successful in helping people improve their skills.
- ?? Participants will learn how to:
 - ✍✍ Develop a presentation
 - ✍✍ Analyze their audience
 - ✍✍ Deliver presentations in class
 - ✍✍ Gain self-confidence and poise

Session #1—Become knowledgeable with the communication and listening processes. Learn how to deliver impromptu talks on video.

Session #2—Review video presentations and learn techniques for controlling anxiety and maintaining poise while speaking. Learn and practice techniques to maintain audience eye contact.

Session #3—Learn techniques to develop an organized presentation. Practice body position and gesturing while presenting information to an audience.

Session #4—Learn and practice the fundamentals of developing and presenting a three-minute presentation to inform.

Session #5—Learn and practice a demonstration performance presentation Continue to become more aware of your strengths and areas that could be improved in delivery techniques.

Session #6—Students review and critique individual video demonstration performance presentations.

Session #7—Participants develop and deliver three-minute presentations in class using organizational techniques.

Session #8—Participants critique presentations and discuss final presentation to persuade with instructor.

Session #9—Practice presentation to persuade. Review your progress with videotape coaching.

Session #10—Course review. Each participant will deliver a final presentation to persuade. Each participant will receive a graduation certificate.