

Presentation Skills

Delivering Presentations Effectively

Overview

There are two key elements to every presentation that you make – information and persuasion. The balance of each varies in degree depending on the objective of your presentation. This program is designed to teach you the skills that you need when you are presenting to peers, management or customers and to ensure you project a powerful professional image.

We are experts in how adults learn. In addition to traditional classroom teaching methods, our program is highly interactive. It includes videos to reinforce the classroom materials plus experiential learning exercises and discussions.

Program Length

Full or half day programs are available.

Program Objectives

This program will help you increase your confidence and performance when you are making presentations internally or externally to clients. This program will focus on structuring and delivering the presentations. You will learn the implication of the communicated message, your communication style and audience's learning or perception style. Additionally, you will learn how to construct an effective presentation.

Program Content

Module 1 - Developing yourself as a professional presenter

Module 2 – Understanding your audience

Module 3 – Information and/or Persuasion

Module 4 - Preparing and designing an effective presentation

Module 5 – Delivering an effective presentation

Optional Modules (Note: These modules will require additional program time.)

Module 6 – Effective PowerPoint presentations

Module 7 – Effective lecture or keynote presentations