

Fundamental Presentation Skills

Course Overview



Course Description

For better or worse, professionals often are judged by how well they carry themselves during workplace presentations. To that end, this highly interactive session is designed to help participants better organize, prepare, and deliver effective workplace presentations. Because class size is limited, participants get the opportunity to deliver prepared presentations, which are then reviewed so that participants receive targeted, individual feedback from the facilitator and other participants.

Course Objectives

Upon completion of this program, participants will be able to:

- Incorporate the “10 Components of Effective Presentations” into their presentation;
- Analyze their intended audience and develop presentations specifically targeting that audience;
- Effectively organize presentations based on the general and specific purposes for the presentation;

- Develop and incorporate professional, engaging visual and/or multi-media components that support their presentations;
- Demonstrate polished and effective delivery techniques;
- Smoothly handle question-and-answer sessions – including objections; and
- Turn negative nervous energy into positive performance energy.

Key Topics Covered

This course explores the following in depth:

- The 10 Components of Effective Presentations
- The Four Different Types of Audiences
- Effective Organizational Patterns
- The Unique Challenges of Persuasive and/or Sales Presentations
- Rate of Thinking versus Rate of Speaking
- How to Practice Presentations Efficiently and Effectively
- Delivery Best Practices
- Using Visual Aids Effectively
- Dealing with Nervousness

For more information – or to schedule a workshop – please contact us today.



**13178 Grape Ct. Thornton, CO 80241
(720) 480-3161**

kathy@marathonleadership.com