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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 2 Days

The Art of Effective Presentations



About This Course:

Whether speaking publicly or to a specific audience, your ability to build, develop and deliver a purposeful presentation is key to being able to convey your message and achieve your desired results. From open to close, it is crucial to learn the tools necessary to maintain engagement and to organize ideas to create coherent and convincing oral presentations.

This course has been approved for 14 PDUs | 14 CDUs

Course Objectives:

- Understand what separates an effective presentation from an ineffective presentation.
- Design a proficient presentation geared toward their audience.
- Create powerful slides that enhance the address.
- Enhance their public speaking skills with tips and techniques used by professional speakers.
- Prepare mentally for their best performance.
- Engage their audience more effectively and with greater passion.

Audience:

- Anyone desiring to improve their ability to speak self-assuredly, in front of both internal and external groups will benefit from this course.

Prerequisites:

- None

Course Outline:

Foundation, Structure, and Organization

- Why a presentation
- The difference between effective and ineffective presentations
- Delivering passion and value
- Structure determines success

Creating the Basic Structure

- Building the backbone
- Capturing audience attention

- Understanding your audience

Organizing Your Program

- Planning analog
- Creating the topic outline
- Fact-Finding

Designing and Building Your Presentation

- Choosing proper content
- Building and writing Your presentation
- Slide design

Delivering Your Presentation

- Preparing mentally
- Appearing confident in front of the crowd

Engaging Your Audience from Start to Finish

- Understanding and matching learning styles
- Closing Your presentation and providing calls to action