

Presentation Skills

Welcome to the Presentation Skills Workshop! This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker or seminar discussion leader.

Modules

- Creating the Program
 - Performing a Needs Analysis
 - Prepare an outline
 - Researching, Writing and Editing
- Select presentation delivery methods
- Verbal Communication Skills
 - Listening and Hearing
 - Asking questions
 - Communicating with Power
- Non-verbal communication skills
 - Body Language
- Knock down nervousness
- Develop and use flip charts with color
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Vibrant video and amazing audio
- Pumping it Up a Notch
 - Make them laugh a little
 - Encouraging Discussion
 - Dealing with Questions

Learning Outcomes

The Presentation Skills Workshop will help the participants to become more efficient and proficient with the skills of providing information to others.



2 Day Workshop

Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Wrapping up

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned