€TRAINING

# Advanced Presentation Skills



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## Introduction:

Many people have a fear of presenting in public. This program is designed to take the fear and stress away from presenting by offering a series of tools and techniques that facilitate great presentations. The ability to present ideas and concepts is an increasingly valuable skill within the modern workplace; further it is required at all levels within the organization. The ability to influence groups of people and create a momentum for action is rewarding, both for the individual and the organization. For many, the challenge is to develop the confidence to present. Whether you are a seasoned orator or a novice, you can improve your business presentation skills and enhance your personal credibility through planning, preparation, and practice.

In this program, participants will practice presenting in a supportive environment and learn how to structure their materials to create engaging presentations that inform, educate, and entertain their audiences. They will learn how to use body language, the importance of tone and projection and the paramount need to make a good early impression. This course builds on existing skills and seeks to enhance performance and develop confidence by providing a structured approach combined with practice sessions and focused feedback. The program seeks to build a perception of presenting as a means for delegates to meet their professional goals and not an exercise that creates fear and apprehension.

## Course Objectives:

At the end of this course the participants will be able to:

- Identify the essential components of a presentation- who what why where when
- Identify and meet the needs of the audience and organize information in a clear and concise manner
- Create an attention-grabbing introduction, a mid deliver high and a memorable exit
- Utilize mind mapping techniques to assist planning
- Learn to work from simple prompts
- Implement techniques for varying vocal tones and body language
- Develop and adopt strategies for handling questions and difficult audiences
- Control and manage the stress that presenting often creates
- Point out the benefits and pitfalls of various visual-aid options and audience seating arrangements
- Learn to tailor their message to the needs of the audience
- Learn to project the voice with confidence and effect
- Pace a presentation to increase clarity, enhance presence and hold the attention of an audience
- Learn effective use of visual aids

## Targeted Audience:

- Individuals with leadership potential
- Individuals being developed for the promotion
- Individuals who need to communicate effectively to fulfill their role
- Individuals who can disseminate newly learned skills within the workplace
- Individuals who want to be able to build lasting rapport with those around them

## Course Outlines:

## Unit 1: The Building Blocks of Effective Business Presentations:

- To fail to prepare is to prepare to fail
- Fears and concerns about presenting
- Working together and the feedback process
- Pre-prepared presentation on the subject of personal choice. Presentation
- Key learning s and outcomes
- Organizing your presentation - Who? What? and Why?

## Unit 2: Giving Structure to Your Business Presentation:

- Who is your audience? What are their needs?
- Key elements of the message and why required?
- Structuring the message: the BOMBER process bang/ opening/ message/bridge/ examples/ recap
- Brainstorming materials
- Stage management, the physical environment, and visual aids
- Practical Presentation: opportunity to repeat delivery of I or differing choice

## Unit 3: The Psychology of Presenting: Controlling Self, Stress and Emotions:

- Top ten fears - irrational fears of presenting
- Handling nervous reactions
- Vocal projection: stories and anecdotes
- The psychology of presenting left and right brain and maintaining audience interest
- VHF -NLP -engaging the audience lighthouse techniques

## Unit 4: Business Presentations With Style:

- Managing your audience
- Handling difficult questions
- Handling difficult people!
- Practical Presentation
- Video Feedback: the power of the captured image!
- Personal Reflections of presentation

## Unit 5: Fine-Tuning for Perfect Presenting:

- Assessing personal performance
- Advanced tools to involve the audience
- Top Ten closing tips for business presenting
- Self-belief: Positive affirmations about presenting
- Business performance coaching for success
- Action planning for personal, team and organizational improvement