



TidalShift
Lift Your Organization

Presentation Skills

Building Presentations That Work

LT180 | Length: 1 day | Credits: 7 PDUs | Talent Triangle - Leadership

Overview

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. This workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable.

Learning Objectives

Participants will learn how to create a compelling program, using various types of visual aids, and engaging the audience.

Instructional Strategies

Presentations, group work, lecture, practice sessions

Audience

This course is intended for all members of a team, including the team leader.

Content Outline

Getting Started

- Icebreaker
- Ground rules
- The parking lot
- Workshop objectives
- Action plans and evaluation forms

Creating the Program

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing, and Editing

Choosing Your Delivery Methods

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

Verbal Communication Skills

- Listening and Hearing: They Aren't the Same Thing
- Asking Questions
- Communicating with Power

Non-Verbal Communication Skills

- Body Language
- The Signals You Send to Others
- It's Not What You Say, It's How You Say It

Overcoming Nervousness

- A Word from The Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd (Even If You Don't Feel That Way)

Creating Fantastic Flip Charts

- Required Tools
- The Advantages of Pre-Writing
- Using Colours Appropriately
- Creating a Plan B

Creating Compelling PowerPoint Presentations

- Required Tools
- Tips and Tricks
- Creating a Plan B

Wow 'Em with the Whiteboard

- Traditional and Electronic Whiteboards
- Required Tools
- Using Colours Appropriately
- Creating a Plan B

Vibrant Videos and Amazing Audio

- Required Tools
- Tips and Tricks
- Creating a Plan B

Pumping It Up a Notch

- Make Them Laugh a Little
- Ask Them a Question
- Encouraging Discussion
- Dealing with Questions

Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations