

Presentation Skills (1 day)

Description: You've been asked to present your findings on an important project to the Board of Directors; a special group of visitors have been invited to the facility and you have been selected to present an overview of the organization; there is a critical need for training in your area of expertise and you have been selected to conduct the training; you have made a fabulous discovery and everyone wants to know about it. These are a few of the scenarios happening in business every day and it is hard or impossible for individuals to say "no" to these requests. However, no matter how proficient you may be in your subject matter knowledge or comfort speaking with people, some of these scenarios create sleepless nights, anxiety, fear, and a litany of other emotions including excitement and anticipation. This program will allow participants to experience, in a safe and controlled environment, how to recognize their natural gifts in presenting, design a presentation that is engaging and productive, and leave with a sense of eager anticipation for the next opportunity to speak before an audience.

Objectives:

- Recognize how you prepare and deliver presentations
- Learn to identify and set presentation objectives
- Develop skills designed to involve the audience
- Learn to design effective presentations
- Experience presenting in a safe and supportive environment

Outline:

- Self-discovery assessment
- Analysis and understanding of your current competency level
- Projecting a positive image
- Overcoming fear & anxiety
- Handle difficult questions and situations
- Application – from inexperienced speaker to skilled Presenter
- Presentations and peer feedback (interspersed throughout the program)