

Presentation Skills

"There are always three speeches, for every one you actually gave. The one you practiced, the one you gave, and the one you wish you gave."

Dale Carnegie

The Soft Skills Gap Do You Have One?

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 course will give learners some presentation skills that will make speaking in public less terrifying and more enjoyable. Topics that learners can look forward to include creating a compelling program, using various types of visual aids, and engaging the audience.

Who this course is for

This course is intended for anyone who needs to develop the ability to create and confidently deliver memorable presentations using visual support, whether it is with paper or electronic media. It will help build learners' confidence and give them easy-to-do tactics that will make their presentations lively and memorable.

By the end of this course, learners should be able to:

- Perform a needs analysis and prepare an outline
- Select presentation delivery methods
- Practice verbal and non-verbal communication skills
- Knock down nervousness
- Develop and use flip charts with color
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Describe how video and audio enhance a presentation and list criteria for determining what types to use
- Enrich the learning experience with humor, questions, and discussion

Course Outlines

- Topic 1: Creating the Program
- Topic 2: Choosing Your Delivery Methods
- Topic 3: Verbal Communication Skills
- Topic 4: Non-Verbal Communication Skills
- Topic 5: Overcoming Nervousness
- Topic 6: Creating Fantastic Flip Charts
- Topic 7: Creating Compelling PowerPoint Presentations
- Topic 8: Wow 'Em with the Whiteboard
- Topic 9: Vibrant Videos and Amazing Audio
- Topic 10: Pumping It Up a Notch

Course Level

Course Hours

Available Learning Formats

Short Course

8 hours

Classroom & Blended
Distance & Online