

Process



Structure



Skills

Design



Development



Delivery

Effective Business Presentations

The purpose of this training is to provide the process, structure and skills necessary for the design, development and delivery of professional presentations.

Benefits

- Minimize development time
- Take an audience focused approach to design and delivery
- Grab audience attention and maintain interest
- Use an elegant and simple structure which will keep you on track or return you to your agenda if you are led off on a tangent
- Address the challenges of presenting to large audiences, smaller, more intimate groups or in one-to-one situations
- Skillfully use the visual, vocal and verbal elements of communication including PowerPoint slideshows and handouts
- Control nervousness and build confidence
- Manage the audience and handle question and answer sessions skillfully
- Make powerful presentations which achieve your objective to inform, convince or move to action

The Training

8 hours classroom time, plus pre-work

Learning by doing

Video of practice presentations

Thorough step by step workbook

Specific and balanced feedback provided

Guaranteed performance improvement

