

Structure



Process



Skills

Design



Development



Delivery

EFFECTIVE BUSINESS PRESENTATIONS

This one-day training and coaching course is fast paced and interactive and offers an efficient process for the design and development of technical and professional presentations. The content provides the cure for coma-inducing speeches, mind numbing data dumps or even *death by PowerPoint*.

Benefits

- Enhance your ability to deliver a clear and congruent message
- Minimize design and development time with a simple 7-step process
- Gain and maintain audience attention
- Master the visual, vocal and verbal elements of communication including PowerPoint slideshows and handouts
- Understand and adjust to language nuances when addressing a multicultural or multidiscipline audience
- 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
- Prepare to present to large audiences, small groups or in one-to-one situations
- Lead productive question and answer sessions
- Respond competently to challenges and concerns
- Achieve your objective to inform, convince or motivate

The Training

Learning by doing

Class size of six participants

Thorough step by step workbook

Software and hard copies of job aids

Video of practice presentations

Specific and balanced feedback given

One full day with a recommended optional half-day follow up session

