

Effective Presentation Skills

OVERVIEW

Throughout our careers and perhaps in our personal lives, we are required to make presentations. The fear of doing presentations never really disappears, but we can learn some strategies for overcoming our fears. The first and most important is the skill in delivering your message. Once you know the “ingredients” of what makes a successful presentation, you can enhance your skills through practise.

This course is designed to develop and enhance the skills necessary for effective presentations. Through planning, preparation, delivery and feedback, each participant will gain the confidence to deliver their message.

Each participant will prepare to present and receive a DVD of their success for personal review after the course.

OBJECTIVES

At the conclusion of this **2 day** workshop, each participant should be able to:

1. plan, organize and prepare an effective presentation
2. utilize the *keys to making effective presentations*
3. incorporate various motivating and attention-building techniques to develop rapport with the audience in their presentations
4. avoid common problems with presentations
5. handle objections
6. deal with presentation fears
7. appeal to adult learning styles
8. and deliver a successful presentation