

Course duration

- 1 day

Course Benefits

- Learn to creating effective presentations.
- Learn to use supporting materials effectively.
- Learn to incorporate visual aids.
- Learn to reduce the fear of speaking, remain calm, and appear relaxed.
- Learn to improve the delivery of your presentation.
- Learn to assess the audience members and answer their questions.
- Learn to organize a persuasive presentation.

Course Outline

1. Fundamentals of presentation
 1. Effective presentations
 2. Planning a presentation
2. Audience analysis and supporting material
 1. Audience analysis
 2. Supporting materials
3. Building presentations
 1. Build presentations
 2. Develop an introduction
 3. Organize the body of the presentation
 4. Effective conclusion
4. Presentation mechanics
 1. Visual aids
 2. Understand visual aids
5. Presentation process
 1. Extemporaneous speaking
 2. Preparation for speaking
 3. Deliver a presentation
 4. Nonverbal communication
6. Question-and-answer session
 1. Handle questions effectively
 2. Handle challenging questions
7. Fundamentals of persuasion
 1. Understand persuasion
 2. Organize a persuasive presentation
 3. Methods of persuasion

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.