



Course: **Mastering Public Speaking and Presentations
using PowerPoint**

Contact Hours: **24**

Pre-requisite: **None**

Abstract

This course will train participants to acquire, develop and improve presentation skills. Participants will review strategies to gain confidence and develop their skills to address an audience successfully. In addition, they will learn how to prepare, structure and deliver great presentations. In particular, this course will focus on how to present yourself for maximum impact, manage your state and engage your audience. The focus of this course is also on presenting information; it will help participants overcome public speaking fears and give confidence to deliver polished presentations.

Target Audience

This course targets the following persons: executives, managers, salespeople, trainers, facilitators and those desirous of acquiring or improving their presentation skills.

Learning Outcomes

Upon completing this course, participants will be able to:

1. Understand the importance of knowing your audience's expectations in preparation for presentations.
2. Recognize the various elements involved in planning and structuring a great presentation.
3. Use their voice, language, non-verbal and other communication skills to deliver excellent presentations.
4. Effectively manage a challenging audience and scenarios.
5. Develop key techniques to build rapport, engage and involve the audience.
6. Effectively manage and handle questions from the audience.
7. Overcome anxiety and tension before and during a presentation.

Course Content

Preparing for the Presentation (Learning Outcome #1)

- Characteristics of great presenters
- Preparation
 - Know your outcome
 - Know your material
 - Know your audience

Structuring Your Presentation (Learning Outcome #2)

- Planning and sequencing key points
- The start, the middle and the end
- Selecting and Using Visual Aids
 - Options and impact
 - Advantages and disadvantages
 - Top design tips

The Power of Effective Communication (Learning Outcome #3)

- Communication Skills
- The process of communication
- Using your voice effectively
- Non-verbal communication
- Using positive language

The Challenging Audience (Learning Outcome #4)

- Great presenter states
- Changing your state
- The nature of fear
- Managing nerves
- Strategies for handling challenging scenarios

Audience Participation (Learning Outcome #5 & 6)

- Engaging and involving the audience
- Building rapport
- Handling questions
- Action planning

Dealing with Presentation Anxiety (Learning Outcome #7)

- Overcoming Anxiety and Tension before and during the presentation
- The nature of fear
- Managing nerves
- The secrets of success used by professional presenters

Practice Sessions with Constructive Feedback

- Evaluation of content, layout, design, delivery style, voice inflection and use of other non-verbal cues.

15-Minute Presentations (To Be Videotaped)

- Peer Evaluations
- Lecturer Feedback/Summary
- Summary