



Presentation Skills

4- 20 hours

English

Mid-to-Senior

Leadership

Team Member

Mid-to-Senior | Leadership | Team Member Courses

Individuals at every level of an organization will benefit from better presentations skills. However, each individual's comfort level and effectiveness varies widely. Organizations need effective presenters to deliver key organizational messages - from providing a sales or even board presentation to speaking to a group of team members. To effectively present requires planning, creativity, clear and concise delivery, and measurable results. Our specialists work directly with individuals to better understand their presentation objectives, requirements, and skill-level to design a program to meet their individual needs and style.

Program delivery consists of four to twenty hours of content may or may not include the following depending on objectives. Below is a 20-hour program delivered in five 4-hour sessions.

- **Communications** (see competency description). Course Length: 4 hours.
- **Collaboration** (see competency description). Course Length: 4 hours.
- **Presentation Skills Focus.** Includes content organization, maximizing audience engagement, delivery strategies, PowerPoint tips, hands-on review of past presentations with constructive feedback, and discussions on the identified challenges when delivering a presentation. Course Length: 4 hours.
- **Improvisational Presentation Skills.** Includes building confidence in front of an audience (mentally, physically and vocally), improving stage presence through body language and tone of voice, being more present, engaging with the audience and building excitement, handling interruptions, and recognizing verbal and non-verbal cues. Course Length: 4 hours.
- **Sample Presentation Delivery.** Throughout the program, individuals prepare 10-minute presentations and receive feedback from their self (self-assessment), the facilitator, and their class peers. These sample presentations are done within a safe learning environment to apply practice skills and tools learned, to build that comfort and confidence in their delivery. Individuals are encouraged to record their own presentations for self-reflection. Course Length: 4 hours.

This course will enable individuals to . . .

- Realize expected results from their presentations.
- Deliver exceptional presentations that are memorable for the right reasons.
- Impact the organization's brand by being seen as a top-notch presenter.
- Impress customers by your products and services.