



Presentation Skills 101

Description

This course focuses on developing strong presentation skills within a business environment.

COURSE CONTENT

GETTING READY

- Assessing Your Skills
- Dealing with Anxiety
- Tips for Reducing Anxiety
- Team Assignments

PLANNING YOUR PRESENTATION, STEPS 1-4

- Personal Appearance
- An Introduction to the Eight Preparation Steps
- Step 1: Analyze Your Audience
- Step 2: Develop Position-Action-Benefit
- Steps 3 and 4: Brainstorm Main Ideas and State the Subpoints
- Practice #1: Steps 1-4

PLANNING YOUR PRESENTATION, STEPS 5-8

- Step 5: Develop the Introduction and Conclusion
- Step 6: Formulate the Main Idea Preview/Review Sentences
- Steps 7 and 8: Develop Slides and Handouts
- Practice #2: Steps 5-8

READY, SET, DELIVER!

- Setting the Stage
- Engaging the Audience
- Responding to Questions

SKILL PRACTICE

- Skill Practice Introduction
- Presentation Practice
- Team Presentations