

Delivering an Exceptional Presentation

Presentation skills can make or break a great idea. In today's remote work environment, the ability to present ideas, plans, and strategy can determine the difference between career success and failure. Effective communication skills are required for all employees. With the profound changes in where and how work is done, employees increasingly find themselves called on to present their ideas to many types of audiences. The ideas they put forward not only have to gain attention, but they must also inspire buy-in, decisions, and action.



COURSE: This presentation skills workshop provides an interactive format for learners to explore and understand the crucial aspects of planning and designing memorable presentations. Participants will learn, apply, and practice during the program. The program concludes with participants delivering presentations that incorporate insights from the workshop and receiving feedback on their design and delivery.

LEARNING OUTCOMES

After attending this workshop participants will be able to:

- Design presentations that motivate an audience towards a specific outcome.
- Adapt presentation content to accommodate the needs and characteristics of different audiences.
- Clarify and streamline content so that audiences stay engaged.
- Convey ideas in a way that increases audience retention of key ideas.
- Use presentation structures based in cognitive science to design and deliver memorable content.

FORMAT AND DATES

This live instructor-led course is delivered virtually via Zoom in three half-day sessions.

PRICE

\$1,500 per participant. Discounts available for organization who participate in our Learning for Success program.

PROGRAM OUTLINE

Pre-Work: Submit a complete work-related presentation (10 to 20 minutes) to the instructor prior to the workshop.

Module One: Analyze the Audience

Module Two: Prepare Brain-Friendly Content

Module Three: Prepare Brain-Friendly Content

Module Four: Engagement and Memory

Homework: Collaborate with a partner to revise the submitted presentation (pre-work) based on concepts from modules one through four. Submit revisions prior to Module 5

Module Five: Delivery