

Presentation Skills Best-Practices

What you want: Achieve acceptance of your validated objective and content!

We ALL need to make key presentations from time to time, whether it's internal to reports, peers or others more senior, or to external industry people. Your presentations should be a source of vital information that target audiences can make informed decisions from.

Unfortunately presentations often take the form of a continuous talking head that reads off slides, while living the regret of not adequately preparing for the activity. We will help you change that!

4 Focused Workshop Options:

1. **The Confidence Builder** workshop where you prepare for your short but impactful internal presentations (1-Day)
2. **The Industry Influencer** workshop that focuses on building and applying persuasive presentation techniques to influence other industry leaders (1-Day)
3. **The Classic Presenter** workshop for facilitators of new information and change, who need to present in an extended half or full day delivery (2-Days)
4. **The Masters Presentation Program** focuses on advancing your unique abilities. It's for good performers with five or more years of experience. (1-Day)

The Confidence Builder – Presenting via Preparation, Content Presentation and Promotion for short presentations of 2-30 minutes (1-Day)

- ☐ Practice tone-setting and building rapport with participants as a vital aid to early engagement
- ☐ Overcome nervousness
- ☐ Methods for simplifying complex information
- ☐ Craft presentation style and content to the audience needs
- ☐ Practice using a model to:

- Plan
- Organize
- Demonstrate

your vital points

- ☐ Apply the skills learned to the chosen presentation format



Best for: People new to the core of presenting. If you know your confidence needs to improve in planning, design or delivery skills, you begin here.

The Industry Influencer – Building Branded 30-60 Minute Presentations of Vital Content that Change Industry (1 -Day)

- ☐ Build on The Brand of You and recognize the audience. The art of becoming a powerful leader in front of others during tight time-lines
- ☐ Demonstrate the connecting of content to industry impact focus. “Industry Needs” Technique to target the presentation focus and buy-in
- ☐ Shorten pieces of content that are visually impactful and to the point; focus on brevity
- ☐ Develop focus that is custom, direct, intuitive and engaging

Best for: For People with the experience of 5-10 presentation deliveries

The Classic Presenter –Subject Matter Expert Influence Program - Long Presentation Format (2-Days)

- ☐ Plan for an extended presentation over hours that requires professional discipline that follows a validation system

- ☐ Prove the audience can get-it, retain information, and even act later where it counts
- ☐ Use all key tools of adult education strategy and Proof-of-Competency
- ☐ Make the presentation compelling, brand promoting and memorable
- ☐ Deliver a call to action for participant follow-up

Best for: Established Subject Matter Experts

The Masters Presentation Program – Exploring Unique Abilities (1-Day)

- ☐ Plan for delivery that is completely unique, while reaching beyond your comfort zone
- ☐ Take your natural style and add changes to bring out a stronger sense of visionary leadership
- ☐ Present to large sophisticated audiences

Best for: 3+ years of regular presentation experience

How Presenters Benefit:

Improving business presentation skills means higher audience engagement, being heard, understood and ultimately appreciated. Better still, the audience will be moved toward approval/ supportive recommendations due to an effective delivery method, logical organization and simplicity.

Instructor Consulting:

On site support can be provided for high profile presentation needs.

Added Value: Pre and Post workshop customized audios, provided with supporting soft copy templates.