

# **Present Like a Pro - 1 Day**

## ***Proven Techniques for Creating Presentations and Getting Results***

**Course Description:** This one-day course will focus on proven techniques for creating powerful presentations. Participants will understand how to arrange material and build a presentation to guide the listeners in your direction. They will examine suggestions on where to get information to give credibility and learn the hidden secrets that make the difference between a good presentation and a fantastic one. This course will focus on core competencies for each participant.

### **Course Objectives:**

#### **Objective 1: Identify the ten steps for creating an effective presentation**

- Develop realistic objectives of a presentation
- Discover how to interview the audience and customize your presentation
- Discuss how much preparation is needed to deliver a great presentation
- Identify proper questions that will give insight into the nature of the audience
- Examine how to get the main ideas of the presentation across with enthusiasm
- Classify and develop support material that makes the presentation interesting
- Organize the presentation and use transitions between main points
- Identify ways to deliver an effective introduction
- Evaluate the proper response when creating an effective conclusion
- Analyze the effective usage of audio-visual



virtual  
instructor-led

#### **Objective 2: Define the basic hurdles in making a presentation**

- Discover the biggest reasons why poor presentations happen
- List poor presentation characteristics and how to avoid them

#### **Objective 3: Evaluate how to improve your presentation**

- Compare individual presentation body movements that must be changed
- Express the impact clothing has on the presentation
- Evaluate the usage of humor as a helper to your presentation
- Discover the impact of attitude on your presentation's success

# Present Like a Pro - 2 Day

## *Proven Techniques for Creating Presentations and Getting Results*

**Course Description:** This two-day course will focus on proven techniques for creating powerful presentations. Participants will understand how to arrange material and build a presentation to guide the listeners in your direction. They will examine suggestions on where to get information to give credibility and learn the hidden secrets that make the difference between a good presentation and a fantastic one. This course will focus on core competencies for each participant. Not only will the class learn the theory behind becoming a great presenter, but they will also conduct three brief presentations. To do this, the class will have a pre-class assignment and homework during the evening. This can be adjusted to fit the participants' needs or desired outcome of the course.

### **Course Objectives:**

#### **Objective 1: Identify the ten steps for creating an effective presentation**

- Develop realistic objectives of a presentation
- Discover how to interview the audience and customize your presentation
- Discuss how much preparation is needed to deliver a great presentation
- Identify proper questions that will give insight into the nature of the audience
- Examine how to get the main ideas of the presentation across with enthusiasm
- Classify and develop supporting material that makes the presentation interesting
- Organize the presentation and use transitions between main points
- Identify ways to deliver an effective introduction
- Evaluate the proper response when creating an effective conclusion
- Analyze the effective usage of audio-visual



face-to-face



virtual  
instructor-led

#### **Objective 2: Define the basic hurdles in making a presentation**

- Discover the biggest reasons why poor presentations happen
- List poor presentation characteristics and how to avoid them

#### **Objective 3: Evaluate how to improve your presentation**

- Compare individual presentation body movements that must be changed
- Express the impact clothing has on the presentation
- Evaluate the usage of humor as a helper to your presentation
- Discover the impact of attitude on your presentation's success