



Presenting With Style

Course Length: 1-Day (8:30am – 4:00pm)

Course Cost: \$350.00 plus GST

About This Course

The ability to deliver presentations is vital to achieving advancement for yourself and for your ideas. Few skills in life will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn to organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery.

Course Objectives

In this course, you will create and deliver effective presentations, both in-person and virtually.

You will:

- Define what makes a presentation effective.
- Plan presentations.
- Design a presentation framework.
- Develop the presentation body.
- Create supporting materials.
- Prepare for your presentation.
- Deliver presentations.
- Conduct a question-and-answer session.
- Deliver group presentations and virtual presentations.

Course Content:

Lesson 1: Defining Presentation Effectiveness

Topic A: Identify Qualities of Effective Presentations

Topic B: Evaluate Yourself as a Presenter

Lesson 2: Planning Presentations

Topic A: Analyze the Audience

Topic B: Establish Your Presentation's Objectives

Lesson 3: Designing the Presentation**Topic A:** Create the Presentation Structure**Topic B:** Organize the Presentation Body**Topic C:** Write the Conclusion First**Topic D:** Write the Introduction**Lesson 4: Developing the Presentation Body****Topic A:** Select Evidence**Topic B:** Write the Presentation Body**Topic C:** Create Visuals**Lesson 5: Creating Supporting Materials****Topic A:** Create a Slide Deck**Topic B:** Create Speaker Aids**Topic C:** Create Audience Handouts**Lesson 6: Preparing for Your Presentation****Topic A:** Rehearse the Presentation**Topic B:** Plan Event Logistics**Lesson 7: Delivering Presentations****Topic A:** Connect with Your Audience**Topic B:** Present Powerfully**Topic C:** Utilize a Slide Deck Effectively**Lesson 8: Conducting a Question-and-Answer Session****Topic A:** Answer Questions**Topic B:** Handle Challenging Questions**Lesson 9: Presenting in Common Business Scenarios****Topic A:** Plan and Deliver a Virtual Presentation**Topic B:** Plan and Deliver Group Presentations