

Professional Presentation Skills

Prerequisites: None
Schedule: 1-Day Session

Course Objectives

Effective presentation skills are more important than ever in today's complex and competitive business world. Whether training employees, making a presentation to management, or presenting to customers, there is very little time to get the message across and make a positive impression. This course will enable participants to become more professional and confident speakers, while improving the quality and effectiveness of their presentation.

This course is highly participatory, interactive and fun! Participation is limited in order to provide a high degree of involvement and to improve skills for new or experienced presenters.

Course Topics

- Presentation pitfalls
- PowerPoint presentations
- Preparation and Planning
- Getting people involved
- How people learn
- Using audio visual aids
- Professional techniques
- Handling difficult people
- Overcoming interruptions, mistakes, and blunders
- Using creativity and humor
- Avoiding presentation killers
- Video taping
- Causes and cures of communication barriers