



## EFFECTIVE PRESENTATION SKILLS

Did you know that many people fear public speaking more than death?

### DESCRIPTION:

Whether you're an executive, a supervisor, or an administrative assistant, communicating your message is critical to your success. Learn how to deliver effective presentations that wow your audience. Go from fear to fun! In this workshop, participants learn techniques to deliver effective professional presentations. Through practice and feedback, they replace fear and anxiety with confidence and success. (This same workshop is taught to the US Navy, civilian personnel, in San Diego.)

### WHO SHOULD ATTEND?

Individuals who would like to improve their presentation skills, increase confidence and professionalism, and learn to enjoy giving presentations. This course is suitable for all levels.

**DURATION:** 24 hours (3 full days)

### CONTENT:

- What does fear have to do with it?
- Four types of presentations
- Preparing for your presentation
- The presentation formula
- Rehearsing, delivering and handling questions
- Develop and deliver 5 minute presentations
- Instructor and group critiques (may include video)
- Develop, deliver and critique 7 minute presentations

### OBJECTIVES:

- Gain confidence in speaking in front of groups
- Understand the differences between four types of presentations
- Demonstrate effective communication techniques
- Effectively get your message across
- Use the presentation formula when preparing the presentation
- Develop and deliver presentations with confidence