



Course Content

Course Description:

A comprehensive 3 –day program that addresses many of the skills and knowledge areas needed for organizing and presenting outstanding presentations. During the program participants will prepare and present three presentations that will be video-taped and reviewed in a supportive and non-threatening environment. Participants will learn new skills, and have an opportunity to put into practice what they have learned when they give their presentations. This course is designed to increase your confidence and personal comfort level when it comes to preparing and presenting speeches.

Prerequisites:

None

Topics:

Dealing With Speech Anxiety

Organizing Your Presentation

Presentation Formats

Effective Presentation Techniques

Presenter “Do’s and Don’ts”

Effective Openings and Closings

Interacting with your Audience

Overview of Adult Learning Theory - and how this information can help you when preparing and presenting a presentation.

Effective Design and Use of Audio and Visual Aids