



## Course Content

### Course Description:

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set.

The Presentation Skills workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

### Topics:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: Creating the Program

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing, and Editing

#### Module Three: Choosing Your Delivery Methods

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

#### Module Four: Verbal Communication Skills

- Listening and Hearing: They Aren't the Same Thing
- Asking Questions
- Communicating with Power

#### Module Five: Non-Verbal Communication Skills

- Body Language

- Gestures
- The Signals You Send to Others
- It's Not What You Say, It's How You Say It

#### Module Six: Overcoming Nervousness

- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd

#### Module Seven: Creating Fantastic Flip Charts

- Required Tools
- The Advantages of Pre-Writing
- Using Colors Appropriately
- Creating a Plan B

#### Module Eight: Creating Compelling PowerPoint Presentations

- Required Tools
- Tips and Tricks
- Creating a Plan B

#### Module Nine: Wow 'Em with the Whiteboard

- Traditional and Electronic Whiteboards
- Required Tools



# Presentation Skills

7 Hours

- Using Colors Appropriately
- Creating a Plan B

## **Module Ten: Vibrant Videos and Amazing Audio**

- Required Tools
- Tips and Tricks
- Creating a Plan B

## **Module Eleven: Pumping it Up a Notch**

- Make Them Laugh a Little
- Encouraging Discussion
- Dealing with Questions

## **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations