

COURSE OUTLINE

High Impact Presentations

Program Description:

This intensive two-day program will allow you to significantly enhance your presentation skills. Best practices for designing and delivering effective presentations will be discussed. You will have several opportunities to practice what you learn as you make your own presentations. The classroom facilitators and your peers will provide you with feedback on your presentation skills. Each presentation will be videotaped so that you can track your own progress, and individual coaching sessions will also be provided. As a result of attending this program, you will be able to present with increased self-confidence and skill.

Learning Objectives:

- Identify elements that make a presentation effective or ineffective.
- Identify best practices in designing and delivering presentations (platform skills, managing the event, use of visual aids).
- Enhance platform skills.
- Design an effective opening and closing in a presentation.
- Apply specific techniques to make presentations interactive and engaging.
- Learn how to give and receive constructive feedback.

Course Outline:

DAY ONE	DAY TWO
1. Introductions and Learning Objectives	11. Opening Remarks and Additional Coaching Sessions
2. Elements of Effective and Ineffective Presentations	12. Managing the Delivery of Your Presentation
3. Principles of Adult Learning	13. Issues and Best Practices for Co-Presenting
4. Verbal and Non-Verbal Platform Skills	14. Final Presentations and Feedback
5. First Presentations & Feedback	15. Handling Challenging Situations
6. Preparing Your Content (Opening, Body, Closing)	16. Action Plan, Summary and Evaluation
7. Process for Developing Effective Presentations	
8. Preparing Visual Aids (Tips for Using Flip Charts, Computer-Generated Graphics, Overhead Projector, Videos)	
9. Second Presentations and Feedback	
10. Coaching Sessions	