

Presentation Skills and Communications Dynamics

It is expected that leaders and managers can stand up in public and make effective presentations that will inform, persuade, engage, and motivate others.

Managers and supervisors often find themselves in situations where they are expected to give a talk in public or make an oral presentation. When making such presentations, you are not judged as much by your experience in the work situation or your knowledge of the subject, but rather according to the effectiveness of the presentation skills you demonstrate in front of the group.

This information suggests that what you do and how you do it are far more important to the success of your presentation than the actual content of your presentation.

To be an effective communicator is an acquired skill that responds to practice in the same way as any other acquired skill. The more you do it - the easier it gets.

A variety of concepts and techniques will be discussed and demonstrated during the workshop that will enable you to influence, motivate, persuade, and hold the attention of a group of people. These skills will require conscious application on your part for them to “take root” and become a permanent part of your presentation capabilities.

This program focuses intensively on presentation skill development and application through reinforced practice - using real life presentation simulations. Participants leave the program with the skills and the confidence to apply their newly acquired presentations skills learning on the job.

KEY OUTCOMES

- The Mindset, skills and tools to make informative, persuasive, engaging, and motivating presentations
- Leadership presence and credibility

By the end of this workshop participants will be able to:

- Plan, prepare, and deliver an effective presentation
- Correctly utilize a variety of visual aids
- Manage personal stress and anxiety
- Deal with questions
- Manage a challenging audience

KEY FOCUS AREAS

- Planning Your Presentation
- Preparing Your Presentation
- Practicing Your Presentation
- Dealing With a Challenging Audience: Being In Charge

TARGET AUDIENCE

This course is applicable to leaders at all levels of leadership who routinely make presentations so as to influence and motivate others

PROGRAM DURATION

1 to 2 days (depending on the extent of practice required)