

PRESENTATION SKILLS

This workshop enables attendees to study the process of planning, designing, and writing effective presentations. It also gives participants the opportunity to deliver short presentations to build their confidence level in presenting to groups. Even those with outstanding presentation skills will encounter challenging situations that require special handling. This session addresses the skills that are of greatest importance during difficult interactions: adopting a customer orientation, using active listening skills, and following a consistent problem-solving formula. The skills practiced in this workshop helps learners create positive outcomes from potentially negative situations. At the end of the workshop, learners will commit to action items for continued development.

How You Will Benefit:

After this half day workshop, participants will be able to:

- Design presentations that inform, instruct, persuade, and inspire an audience
- Practice presentation methods that keep audiences engaged.

What You Will Cover:

- Writing Your Presentation
- Delivering Your Presentation
- Group Practice Session
- The SET Formula
- Presentation Planning Form
- Presentation Tips
- Guidelines for Visual Aids

At client's location

At our location

What's included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Duration: Half Day
Time: 8:30am-12:30pm

Pre-Registration Form:

Presenting Skills

Yes Enroll me now

Participant Name (Please Print)

Cell Phone: _____

Position _____

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____