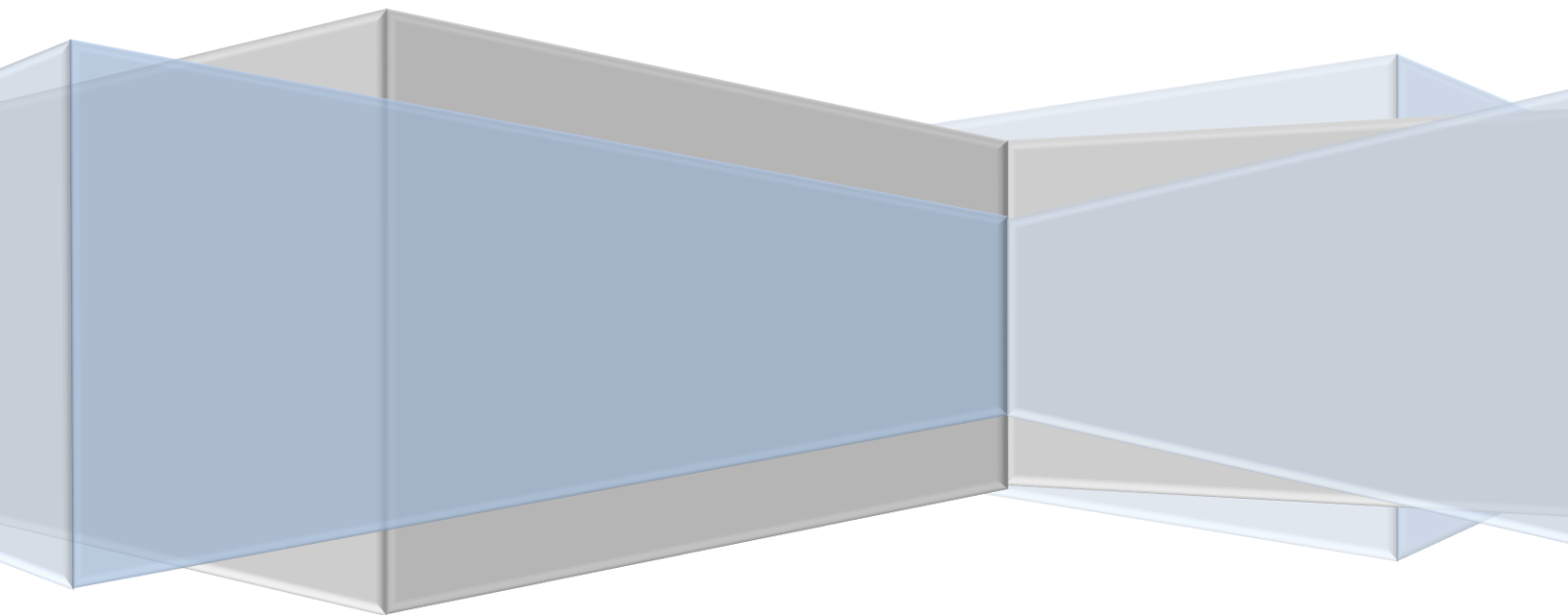




Presentation Skills for Executives

A Two-day Course



Presentation Skills for Executives

A Two-day Course

»Specific course duration (Half-day, One-day, Two-day, Three-day), content pieces, and exercises, are determined after consultation and are based upon the needs of the client group.

1. Overview
 - A. Why presentations?
 - B. The increasing importance of first impressions
 - C. The strongest persuasion
2. Introduction of Participants
3. “Common Problems for Corporate Speakers”
4. The Number One Credibility Robber
5. You cannot NOT communicate
 - A. Understanding non-verbal cues
 - B. Avoiding the double-blind with your audience
 - C. Projecting the appropriate demeanor
6. Structuring an Effective Presentation
 - A. Identifying the specific purpose of your presentation
 - B. Analyzing your audience and selecting content
 - C. Informative versus persuasive presentations
 - D. A template for presentations/“the medium is the message”
 - E. Methods of organizing content: topical; chronological; special
 - F. Putting it all together
7. Starting Off and Wrapping Up
 - A. Six steps to a more effective introduction
 - B. Introduction techniques
 - C. Five steps to a more effective conclusion
8. Preview of Participant Presentations—Content and Structure

9. Preparation and Rehearsal
 - A. Arranging your environment
 - B. Preparing notes and script
 - C. Methods of rehearsal
 - D. Handling nervous anxiety
 - E. How to handle blunders
10. Do's and Don't's in Constructing and Using Visual Aids
 - A. PowerPoint pitfalls
 - B. Minimizing verbiage
 - C. Capturing the concept
 - D. Using other visuals smoothly
11. Participant Presentations (Videotape with Critique)
12. Preparing for Q & A Sessions
 - A. Four reasons people ask questions
 - B. Guidelines for better answers
 - C. Handling negativity or hostility
13. Course Summary and Conclusion



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The following is a baseline price range. Fees vary depending upon extent of customization, and number and experience level of trainers/facilitators involved in the intervention. Preferred client and volume discounts are available. Not-for-profit agencies also may receive a rate reduction.

Two-day workshop	\$7,350 - 10,750
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Travel expenses billed separately