



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Effective Presentations

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

The ability to deliver presentations is vital to achieving advancement for yourself and your ideas. Few life skills will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, participants will learn to organize their ideas to create coherent and convincing oral presentations. They will also learn to utilize available visual aids and use public-speaking techniques to strengthen their delivery

Target Audience

This course is intended for:

- Individuals who may need to present information effectively in a professional environment.

Prerequisites

To attend this course, candidates must have:

- Completed the following courses or have the equivalent knowledge and skills:
 - *Microsoft® Office 2013/2016/2019/365 PowerPoint® Part 1*
 - *Grammar Essentials*
 - *Effective Business Writing.*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Define what makes a presentation effective.
- Plan presentations.
- Design a presentation framework.
- Develop the presentation body.
- Create supporting materials.
- Prepare for your presentation.
- Deliver presentations.
- Conduct a question-and-answer session.
- Deliver group presentations and virtual presentations.



Course Topics

Module 1: Defining Presentation Effectiveness

- Identify Qualities of Effective Presentations
- Evaluate Yourself as a Presenter

Module 2: Planning Presentations

- Analyse the Audience
- Establish Your Presentation's Objectives

Module 3: Designing the Presentation

- Create the Presentation Structure
- Organize the Presentation Body
- Write the Conclusion First
- Write the Introduction

Module 4: Developing the Presentation Body

- Select Evidence
- Write the Presentation Body
- Create Visuals

Module 5: Creating Supporting Materials

- Create a Slide Deck
- Create Speaker Aids
- Create Audience Handouts

Module 6: Preparing for Your Presentation

- Rehearse the Presentation
- Plan Event Logistics

Module 7: Delivering Presentations

- Connect with Your Audience
- Present Powerfully
- Utilize a Slide Deck Effectively

Module 8: Conducting a Question-and-Answer Session

- Answer Questions
- Handle Challenging Questions

Module 9: Presenting in Common Business Scenarios

- Plan and Deliver a Virtual Presentation
- Plan and Deliver Group Presentations

ACTIVITIES INCLUDED