



## Presentation Skills

Maybe you believe people should care about “what” you say not “how” you say it. But let’s be honest – our first impression of any presentation is usually the presenter, not the content. And we’re much more likely to absorb and retain information if the presentation is engaging and interesting. If your presentation skills aren’t 100%, you risk losing your audience regardless of how important your material is. And remember, if they snooze, *you* lose! Whether you’re a training professional, an executive who frequently leads meetings, a sales person, a team leader, or anyone who is responsible for communicating clearly to more than one person at a time, this workshop will show you new ways to make effective presentations with confidence and enthusiasm.

### 4-hour Session:

- Typical presentation mistakes
- The formula for success
- Presentation styles
- Hints & Tips for your style

### 8-hour Session:

- Identify your objectives and the audience’s objectives
- Prepare mentally and physically for developing your materials and presentation.
- Vary your presentation style based on the type of presentation and the audience
- Estimate time and equipment needed to deliver a quality program
- Incorporate multi-media to enhance the impact of your presentations
- Capture the audience’s attention immediately and use various techniques to keep them “glued to the edge of their chairs”
- Handle unexpected situations, redirect negativity and deal with difficult questions
- Think on your feet and address specific concerns or problems

### 12-hour Session:

- 8 hour session content
- Evaluate the effectiveness of your presentation and redesign for increased effectiveness (videotaped presentations & live class critique)

**Call today for more information  
about these exciting programs!  
800.577.4293**