

# Virtual Presenting to Groups

## Two days

---

If you're like most people, you probably dread having to stand up to present to a group. But presentations are here to stay—they're a great way to share information, generate discussion and motivate your audience to act. Strong presentation skills build your credibility, makes a positive impression, and play a big part in your personal and organizational success.

This virtual course teaches you how to write clear, interesting presentations and present them with skill and confidence. If you're selling externally, learn how to express the value proposition that differentiates you and your team from the competition. If you present internally, learn to be persuasive and clear.

### Who should attend

This course is ideal for people who give presentations to small or large groups—either in person or virtually—and who need training provided virtually.

This course is designed for six people to allow each participant to present to the group, and give and receive meaningful feedback. We can accommodate 12 people by adding a second facilitator on Day 2.

### You learn to

- apply a flexible, reliable framework to quickly shape your presentations
- clarify your objective to help you (and your audience) stay on track
- decide what information and how much detail to include
- open your presentations in a way that captures attention
- design visuals with just enough content to support your message
- use your voice and body language with confidence to enhance your credibility
- manage audience interaction and respond effectively to questions

### What to expect

This course is an enjoyable, hands-on learning experience. Come with a presentation you need to give on a topic of your choice. During the course, you craft a clear, compelling message and learn how to deliver it with confidence. You have two opportunities to deliver your presentation, and receive feedback from both your peers and the facilitator. In addition, you receive a recording of your presentation so you can evaluate your skills privately. You also receive a comprehensive digital manual, tip sheets and access to online resources for post-course use.

.../2

# How you spend your time

Virtual Presenting to Groups includes the following activities:

## Day One

### Session 1: Create your content (9 - 10:30)

Learn to:

- satisfy your audience by knowing what they need
- quickly generate the content you need to cover
- apply a reliable framework to shape your message
- design visuals to enhance your message
- write an engaging opening
- write a closing that inspires action

The facilitator is available between Sessions 1 and 2 to answer questions and provide coaching.

### Session 2: Platform skills (1 - 2:30)

Learn to:

- reduce presentation anxiety and stress with proven exercises and techniques
- use your voice and body language to enhance your credibility
- address audience questions with professionalism and confidence

## Day Two

Continue rehearsing in the morning. The facilitator keeps the virtual platform open to answer questions and provide coaching.

Everybody attends both 90-minute sessions. Three people present in each session, and everyone provides feedback.

### Session 3: Present and Workshop (10:30 - 12)

Three participants deliver presentations, and receive feedback from peers and from the facilitator.

### Session 4: Present and Workshop (1:30 - 3)

The remaining three participants deliver presentations, and receive feedback from peers and from the facilitator.