

Virtual Executive-Ready Presentations

12 hours

Presenting to the C-suite and other executive audiences can intimidate even the most polished presenter. You must speak decisively about strategic issues and demonstrate confidence in your recommendations. You need above-average delivery skills to get your message across quickly and clearly, and you need to be able to think on your feet when challenged or questioned. This course helps you plan and deliver strategic presentations that meet the expectations of your executive-level audiences.

Who should attend

This course is ideal for leaders who present to senior audiences, 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 up to 12 people by adding a second facilitator for modules 2 and 4.

You learn to

- identify the unique expectations of executive audiences
- clarify your objective to keep yourself (and your audience) focused
- plan your message to ensure you include the right content and the right amount of detail
- open your presentations in a way that captures attention
- use your voice and body language to enhance credibility
- design visuals that support your message
- manage difficult questions and pushback from executive audiences
- add strength to your message through appropriate use of analogy, anecdotes, and storytelling

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.

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How you spend your time

Virtual Executive-Ready Presentations includes the following activities, which can be scheduled at your convenience:

Session 1: Create your content (90 min)

Learn to:

- satisfy your executive 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

Independent study 1 (90 min) Write your script and create visuals for your presentation. The facilitator is available to answer questions and provide coaching between Sessions 1 and 2.

Independent study and coaching 2A (90 min) Attend one 90-minute virtual practice and coaching session in groups of three participants: either session A or B. During your session, present to the group. Give and receive feedback from your peers and from the facilitator.

Independent study and coaching 2B (90 min) Attend one 90-minute virtual practice and coaching session in groups of three participants: either session A or B. During your session, present to the group. Give and receive feedback from your peers and from the facilitator.

Session 3: Platform skills (90 min)

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 and pushback with professionalism and confidence

Independent study 3 (90 min)

Rehearse independently.

Session 4A: Present and Workshop (90 minutes)

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

Session 4B: Present and Workshop (90 minutes)

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