

# Virtual Getting Ready to Present

## Four hours

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Good presenters know that preparation is the key to success. This virtual session helps you plan and develop content for your presentations that focuses on your audience's needs. You take away a process and a framework you can use to prepare any business presentation.

### Who should attend

This four-hour virtual session is designed for people who have some experience presenting and want to increase their confidence in developing content for their presentations. It benefits anyone who gives informal presentations to small groups or formal presentations to larger audiences.

We suggest up to 20 participants.

### You learn to

You leave this interactive session with practical strategies to:

- engage your audience by understanding what they need
- clarify your objective
- generate content that is clear and interesting
- quickly draft content
- apply a reliable framework to quickly shape your message
- design visuals to enhance your message
- open and close your presentation memorably

### What to expect

This course is an enjoyable, hands-on learning experience. Come with a draft presentation you need to give on a topic of your choice. You apply the new strategies and techniques you learn. By the end of the course, you'll have crafted the content of your presentation and developed your visuals. You also receive a comprehensive digital manual, tip sheets and access to online resources for post-course use.

## How you spend your time

**Virtual Getting Ready to Present** includes the following activities. Let's discuss scheduling these activities at your convenience.

### Virtual Session 1: Prepare your presentation, part 1 (90 min)

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

### Self-directed learning (60 min)

Write your draft script. Your facilitator is available to answer questions and provide coaching.

### Virtual Session 2: Prepare your presentation, part 2 (45 min)

Learn to:

- design visuals to enhance your message
- write an engaging opening
- write a closing that inspires action

### Self-directed learning (30 min)

To finish preparing your presentation, plan your visuals and write your opening and closing. Your facilitator is available to answer questions and provide coaching.

### Virtual Debrief and close (15 minutes)

Review concepts and share insights. Leave with a commitment to apply your learning to improve your future presentations.