

IN PERSON · TWO DAYS

Presenting to Groups

If you're like most people, you probably dread having 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, make a positive impression, and play a big part in your personal and organizational success.

In this course, you learn how to create clear, compelling presentations and deliver them with skill and confidence. If you're selling externally, learn to express the value proposition that differentiates you 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.

This course is designed for six people, so each participant can present to the group and give and receive meaningful feedback. We can accommodate 12 people by adding a second facilitator for the practice and workshoping sessions. With this low learner-to-facilitator ratio, participants receive individual feedback on the presentations they deliver. We can also adapt the delivery to support larger groups.

You learn to

- Apply a flexible, reliable framework to quickly shape your presentations
- Clarify your purpose 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
- Get to the point
- Add 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. You present twice to the group and receive feedback from both your peers and the facilitator. You record your presentation to evaluate and refine your skills privately afterward. You also receive a comprehensive manual, tip sheets and access to online resources for post-course use.

How you spend your time

Prework

Bring your practice presentation. You apply new techniques to it as you learn.

Create your content

Learn to:

- Satisfy your audience by understanding what they need
- Quickly generate the content you need to cover
- Apply a reliable framework to shape your message
- Add visuals to enhance your message
- Write an engaging opening

Refine your draft script and finetune visuals for your presentation. Your facilitator is available to answer questions and provide coaching.

Practice

Apply your learning as you practice presenting. Your peers and facilitator give you supportive feedback to reinforce what you're already doing well and offer suggestions to improve.

You review and assess your recorded presentation privately afterward.

Deliver with impact

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
- Write a closing that inspires action

As you revise and rehearse your final presentation independently, you practice new skills and apply what you've learned through feedback and your self-assessment.

Present with coaching

Deliver your final presentation. You note improvements from your practice presentation and receive additional feedback from your peers to fine-tune your skills. You also receive one-to-one coaching from your facilitator to help you bring your presentation skills to the next level.