

IN PERSON · NINETY MINUTES

Getting Ready to Present

Good presenters know that preparation is the key to success. This 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 for any business presentation.

Who should attend

This 90-minute 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 40 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
- Use AI to generate outlines and ideas
- Quickly draft content
- Apply a reliable framework to quickly shape your message
- Design visuals to enhance your message
- Open and close your presentation memorably