

# Virtual Technical Presenting to Groups

12 hours

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Presenting technical information can be challenging, especially when the audience is non-technical or from a different area of expertise. This course focuses on four pillars of presentation excellence: developing the right content, speaking confidently, interacting meaningfully, and using PowerPoint and other visual support. You also learn techniques to help with the special challenge of presenting complex technical information. You leave the course with noticeably enhanced presentation skills and greater confidence in your ability to speak in front of groups.

## Who should attend

This course is for people who present technical information either to peers non-technical audiences. It is suitable for people who give informal presentations to small groups or formal presentations to large audiences.

We recommend six participants with one facilitator, or 12 participants with two facilitators during Modules 2 and 4. With this low learner-to-facilitator ratio, participants receive individual feedback on the presentations they deliver.

## You learn to

- clarify the objective of your presentation to keep yourself (and your audience) focused
- analyze your audience's needs to ensure you include the right information
- apply a helpful framework to quickly shape presentations
- open your presentations in a way that captures attention
- present technical data in an easy-to-understand way
- use your voice and body language to enhance credibility
- design visuals that support your message
- manage audience interaction and respond effectively to questions

## What to expect

This course is an intensive, hands-on, and enjoyable learning experience. Come with a presentation on a technical topic of your choice. During the session, you edit and refine your draft based on strategies learned. As well, you 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 manual, a laminated tip sheet and access to online resources for post-course use.

## How you spend your time

Virtual Technical Presenting to Groups includes the following activities, which you can schedule at your convenience:

### Session 1: Create your content (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
- 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.