

Composing Your Presentations

Virtual Three or six hours

Good presenters know that preparation is the key to success. This virtual session helps you plan and develop audience-focused content for your presentations in a clear, persuasive and interesting way. You take away a process and a framework you can use to prepare any business presentation.

Who should attend

This course is suitable for people who give informal presentations to small groups, as well as for those who deliver more formal presentations to larger audiences. While it is helpful for novice presenters, the course is also a great way for more experienced presenters to fine-tune their content-creating skills.

We suggest up to 15 participants.

You learn to

- engage your audience by understanding what they need
- clarify your objective to help you (and your audience) stay on track
- generate content that is relevant and interesting
- apply a reliable framework to quickly shape your message
- decide what information and how much detail to include
- design visuals to enhance your message
- open your presentations in a way that captures attention
- close your presentations in a compelling way that inspires action

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, and 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.

Three-hour course

Learn all the skills you need to create a clear, interesting script and crisp supporting visuals.

Six-hour course

Learn all the skills you need to create a clear, interesting script and crisp supporting visuals. In addition, you workshop your presentation with a small group in a breakout room, where you give and receive feedback to take your presentation content to the next level.

How you spend your time

Virtual Composing Your Presentations includes the following activities in three-hour learning modules, which we can schedule at your convenience.

Module 1 (Three hours)

Virtual Session 1: Prepare your presentation, part 1

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

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

Virtual Session 2: Prepare your presentation, part 2

Learn to:

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

Six-hour **Virtual Composing Your Presentation** also includes:

Module 2 (Three hours)

Virtual Session 3: Prepare to workshop

Exchange documents with your peers.

Self-directed learning

Review your peers' presentations and prepare feedback about what worked and what could be better.

Virtual Session 4: Workshop

Workshop your presentation with a small group in a breakout room, where you give and receive feedback to take your presentation content to the next level.