

IN PERSON · ONE DAY

Delivering Compelling Presentations

Delivering presentations that engage audiences and convey a clear, persuasive message can be a challenge for any presenter. This course gives you greater confidence when speaking to audiences of any size and level. You leave the course able to deliver presentations that capture your audiences' attention and motivate them to act.

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. 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 short presentation on a business topic of your choice. During the course, you tighten up your presentation and work on your delivery skills. You receive feedback from both your colleagues and your facilitator. We record your practice presentation and give you a copy to take home to review privately afterward. You also receive a comprehensive manual, tip sheets and access to online resources for post-course use.

How you spend your time

Prewrite

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
- Write a closing that inspires action

Apply your learning to your presentation as we go. Your facilitator is available to answer questions and provide coaching.

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

Rehearse your presentation independently.

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 also receive a recording of your presentation to review and assess privately afterward to help you bring your presentation skills to the next level.