

IN PERSON · TWO DAYS

Technical Presenting to Groups

Presenting technical information can be challenging, especially when the audience is non-technical or from a different area of expertise. This course focuses on developing your content, speaking confidently, interacting meaningfully, and using visuals. 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 or non-technical audiences. It is suitable for people who give informal presentations to small groups or formal presentations to large audiences.

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 practice and workshoping. 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

- 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
- Get to the point
- Present technical data in an easy-to-understand way
- Use your voice and body language to enhance credibility
- Add visuals that support your message
- Manage audience interaction and respond effectively to questions

What to expect

This course is a hands-on learning experience. Come with a presentation on a technical topic of your choice. During the course, you edit and refine your draft based on strategies learned. You have two opportunities to deliver your presentation, and you receive feedback from both your peers and the facilitator. In addition, you record your presentation, so you can evaluate your skills privately. You also receive a comprehensive manual, tip sheets and access to online resources for post-course use.

How you spend your time

Create your content

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
- Add visuals to enhance your message
- Write an engaging opening
- Write a closing that inspires action

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 and pushback with professionalism and confidence

As you 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 and facilitator 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.