

VIRTUAL · TWELVE HOURS

Executive-Ready Presentations

Presenting to the C-suite and other executive audiences can intimidate even the most polished presenter. You must speak decisively about strategic issues and demonstrate confidence in your recommendations. You need above-average delivery skills to get your message across quickly and clearly, and you need to be able to think on your feet when challenged or questioned. This course helps you plan and deliver strategic presentations that meet the expectations of your executive-level audiences.

Who should attend

This course is ideal for leaders who present to senior audiences, either in person or virtually. This course is designed for six people to allow each participant to present to the group and give and receive meaningful feedback. We can accommodate up to 12 people by adding a second facilitator for the practice and workshopping sessions.

You learn to

- Identify the unique expectations of executive audiences
- Clarify your objective to keep yourself (and your audience) focused
- Plan your message to ensure you include the right content and the right amount of detail
- Hook your audience's attention with a good opening
- Use your voice and body language to enhance credibility
- Design visuals that support your message
- Manage difficult questions and pushback from executive audiences
- Use analogy, anecdotes and storytelling to bring your presentation to life
- Close with a strong call to action

What to expect

This course is an enjoyable, hands-on learning experience. Come with a presentation you need to give on a topic of your choice. During the course, you craft a clear, compelling message and learn how to deliver it with confidence. You have two opportunities to deliver your presentation and receive feedback from both your peers and the facilitator. In addition, you record your presentation to evaluate and refine your skills privately. You also receive a comprehensive digital manual, tip sheets and access to online resources for post-course use.

How you spend your time

Virtual Executive-Ready Presentations includes the following activities in four learning modules, which we can schedule at your convenience.

Module 1 (Three hours)

Virtual Session 1: Create your content, part 1

Learn to:

- Satisfy your executive 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: Create your content, part 2

Learn to:

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

Module 2 (Three hours)

Self-directed learning

Refine your script and create visuals for your presentation. Your facilitator is available to answer questions and provide coaching.

Virtual Sessions 3A and 3B: Practice with coaching (two 60-minute sessions)

In groups of three participants, apply the skills as you practice presenting during a 60-minute virtual coaching session. Your peers and facilitator give you supportive feedback to reinforce what you're already doing well and offer suggestions to improve. Following the session, you review and assess your recorded presentation privately.

Module 3 (Three hours)

Virtual Session 4: 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

Self-directed learning

As you rehearse your final presentation independently, you practice new skills and apply what you've learned through feedback and your self-assessment.

Module 4 (Three hours)

Virtual Sessions 5A and 5B: Present and workshop (two 90-minute sessions)

In groups of three, deliver your final presentations. You note improvements from your practice presentation and receive additional feedback from your peers and facilitator to help you continue to fine tune your skills.