

VIRTUAL · TWELVE HOURS

Presenting to Groups

If you're like most people, you probably dread having to present to a group. But presentations are here to stay – they're a great way to share information, generate discussion and motivate your audience to act. Strong presentation skills build your credibility, make a positive impression, and play a big part in your personal and organizational success.

In this course, you learn how to create clear, compelling presentations and deliver them with skill and confidence. If you're selling externally, learn to express the value proposition that differentiates you from the competition. If you present internally, learn to be persuasive and clear.

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 for the practice and workshopping sessions. 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 presentation you need to give on a topic of your choice. You present twice to the group and receive feedback from both your peers and the facilitator. You record your presentation to evaluate and refine your skills privately afterward. You also receive a comprehensive manual, tip sheets and access to online resources for post-course use.

How you spend your time

Virtual Presenting to Groups includes the following activities in four learning modules. Let's discuss scheduling these activities at your convenience.

Module 1 (Three hours)

Virtual Session 1: Create your content, 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: 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)

Virtual Check-in

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 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 participants, 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 presentation skills.