

VIRTUAL · TWELVE HOURS

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 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

- 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

Virtual Technical 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 scientific 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 skills.