

VIRTUAL · SEVEN HOURS

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. You record your practice presentation 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

Virtual Delivering Compelling Presentations includes the following activities in two learning modules. Let's discuss scheduling these activities at your convenience.

Prework

Bring your practice presentation so you can apply new techniques to it as you learn.

Module 1 (Four hours)

Virtual Session 1: Create your content and deliver

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
- Reduce presentation anxiety and stress with proven exercises and techniques
- Use your voice and body language with confidence to enhance your credibility
- Manage audience interaction and respond effectively to questions

Self-directed learning

Write your draft script. Your facilitator is available to answer questions and provide coaching.

Module 2 (Three hours)

Virtual Session 2: Present

Apply the skills 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. Following the session, you review and assess your recorded presentation privately.