

WOW Your Audience with an Excellent Presentation

“Speech is power: speech is to persuade, to convert, to compel.”
— Ralph Waldo Emerson

In spite of all we have to be concerned about in today’s pandemic era, one of the great dreads most of us still face is the thought of speaking in public. Here is your chance to get a handle on that fear and build the confidence you need to articulate excellent presentations. Regardless of your position within the organization, developing your presentation skills, to be used either in today’s virtual environment or face-to-face, is a key way to enhance your overall professional success and effectiveness.

Great presentation skills require both preparation and confidence. This training is designed to help you develop both of those areas. By being well prepared and confident for a presentation, a meeting, or a discussion with a colleague, your success will be much greater. If your career matters to you— it’s time to polish your presentation skills!

The following learning objectives will be covered:

- 1. Learn to analyze:**
 - a. Who your audience is**
 - b. What your topic is**
 - c. What is the: 1) must know, 2) should know, 3) or nice to know**
 - d. How much time will be allotted to speak**

- 2. Learn to design:**
 - a. Open with an Attention Grabber—quote/question/story**
 - b. Establish a need for Why the information is important**
 - c. Provide a solution for the need**
 - d. Issue a call to Action**

- 3. Learn the mechanics of a great presentation:**
 - a. Utilize proper equipment in a virtual environment**
 - b. Learn effective body language**
 - c. Master vocals and tone intonation**
 - d. Project professional image**
 - e. Avoid these words**