

The Art of Effective Presentations

Price: 450

Duration: 1 days

Delivery Methods: Virtual

Overview

The ability to deliver presentations is vital to achieving advancement for yourself and for your ideas. Few skills in life will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn to organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery.

This course focuses on the skills necessary to prepare and deliver an effective presentation; that being said, the learner will not be creating, delivering, or designing a specific presentation from start to finish in this course (this course only provides the foundational knowledge for doing this work back at the office). This course consists of instructor lecture along with course activities corresponding with the main course objectives. In terms of the course activities, 50% will be discussion based - 25% will be in a group-work format - and 25% will be hands-on/involve a digital tool, such as a PowerPoint or Word file. The intent is for students leaving this course to take the skills learned and apply them to their efforts of creating more effective presentations upon returning to the workplace.

In this course, you will create and deliver effective presentations, both in-person and virtually. You will:

- Define what makes a presentation effective.
- Plan presentations.
- Design a presentation framework.
- Develop the presentation body.

- Create supporting materials.
- Prepare for your presentation.
- Deliver presentations.
- Conduct a question-and-answer session.
- Deliver group presentations and virtual presentations.

Lesson 1: Defining Presentation Effectiveness

- Identify Qualities of Effective Presentations
- Evaluate Yourself as a Presenter

Lesson 2: Planning Presentations

- Analyze the Audience
- Establish Your Presentation's Objectives

Lesson 3: Designing the Presentation

- Create the Presentation Structure
- Organize the Presentation Body
- Write the Conclusion First
- Write the Introduction

Lesson 4: Developing the Presentation Body

- Select Evidence
- Write the Presentation Body
- Create Visuals

Lesson 5: Creating Supporting Materials

- Create a Slide Deck
- Create Speaker Aids
- Create Audience Handouts

Lesson 6: Preparing for Your Presentation

- Rehearse the Presentation
- Plan Event Logistics

Lesson 7: Delivering Presentations

- Connect with Your Audience
- Present Powerfully
- Utilize a Slide Deck Effectively

Lesson 8: Conducting a Question-and-Answer Session

- Answer Questions
- Handle Challenging Questions

Lesson 9: Presenting in Common Business Scenarios

- Plan and Deliver a Virtual Presentation
- Plan and Deliver Group Presentations

Course Schedule

Date	Time	Price	Options
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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.