COURSE SYLLABUS

Presentation Skills Training

In this workshop, participants will learn to deliver effective presentations by examining different types of presentations, defining outcomes, using visuals, learning body language and audience interaction, and overcoming anxiety, gaining skills for confident, engaging presentations.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/presentation-skills-training



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Course Outline

Module 1 – What makes a good presentation?

I. Examples of different types of presentations

- Status report, product demonstration, sales pitch, team presentations
- Also in interviews, meetings, networking events, speaking with clients

II. Define your goal

- Business audience--inform, persuade, or sell
- What are your goals/desired outcomes?

III. Know your audience

- What do they already know?
- How to prepare for audience Q and A
- Adjusting your tone

Module 2 – Presenting your message

IV. Your core message

Preparing your core message and supporting points

V. Organizing a presentation, choosing a method of communication

Write an outline

VI. Plan visuals

- Less text, more visuals
- How to use effective visuals—show examples, why do/don't they work?
- Visual representation of data—how to and why is it important?

Module 3 – Presenting yourself

VII. Practice presentation

- Practice speaking
- Prepare effectively
- Receive feedback

VIII. Making it interactive and engaging

- Importance of activating schemata
- Concept check questions
- Active listening tasks

IX. Non-verbal communication

Body language, eye contact