# **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 in Live Online and onsite training is available for this course. For more information, email <a href="mailto:corporate@nobledesktop.com">corporate@nobledesktop.com</a> or visit: <a href="https://www.nobledesktop.com/classes/presentation-skills-training">https://www.nobledesktop.com/classes/presentation-skills-training</a>



hello@nobledesktop.com • (212) 226-4149

### **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