

READY, STEADY, PRESENT!

The ability to present ideas at a staff meeting, at a training session, or during a sales presentation is an essential skill in today's knowledge-based work environment.

In this fun and interactive course participants will learn how to present their ideas with conviction, control, and poise. They will learn how to engage an audience – and how to keep it engaged. In the safety of a group setting, they will practice their skills, and receive constructive feedback from the facilitator and other participants.

This course incorporates the latest research on influence, sales, and presentation skills.

OBJECTIVES

At the end of this course, participants should be able to:

1. present their ideas to an audience in a way that gains maximum acceptance
2. use relaxation techniques to overcome nervousness
3. use proven techniques that persuade and engage audiences
4. handle difficult questions and situations
5. use visual aids to support their material.

KEY TOPICS

- ✓ 3 things you need to establish to engage an audience
- ✓ 7 ways to overcome stage fright
- ✓ Dynamic ways to open and close a presentation
- ✓ Rhetorical devices: what the great speechwriters know
- ✓ How to present ideas for maximum acceptance
- ✓ How to deal with difficult questions
- ✓ How to use visual aids

APPROACH

This course is designed to be fun and non-threatening. Participants will be given multiple opportunities to practice in the safety of a small group setting.

LENGTH: One day