

Presentation Skills

NSL-S0002

1 Day



Description

Instructing a class, making a sales presentation, or facilitating a meeting, demands excellent presentation skills. This one-day course covers basic presentation skills, such as setting presentation objectives, determining content, and public speaking.

Prerequisites

- None

Objectives

Upon successful completion of this course, students will be able to:

- ✓ establish presentation outcomes.
- ✓ develop presentation content.
- ✓ use effective public speaking skills.

Outline

Establishing Presentation Outcomes

- What Do You Want to Accomplish?
- How Do I Know if I Accomplished My Objectives?
- Am I Accountable for the Effectiveness of My Presentation?
- To Whom am I Speaking?

What Am I Going to Talk About?

- So What's My Theme Song?
- Where Do I Get My Content?
- Facts vs. Benefits
- Writing Your Synopsis
- Do I Really Need an Outline?
 - Adding Supporting Content to Your Outline
- What About Emotions?
- Beginnings and Endings
- Will They Remember What I Say?
 - Primacy Recency Theory
 - Repetition
 - Clear and Understandable
 - Illustrate Your Points

So How Do I Say What I Have to Say?

- Mastering Effective Speaking Skills
 - Speaking Extemporaneously
 - Using Appropriate Language
 - Articulation
 - Pacing the Presentation
 - Controlling Vocal Quality And Inflections
 - Controlling Nervousness
- Do I Really Look That Funny?
- I Can't Draw - Can I Still Use Visual Aids?