

Develop and Deliver Effective Presentations

This hands-on, small-group course on presentation skills helps participants master a number of confidence-building planning and delivery skills. The course includes recording, practice, and one-on-one coaching from the instructor.

Develop Your Presentation

- Step 1. Identify your audience
 - Identify how your audience usually processes information
 - Decide on a tone to match your audience and the occasion
- Step 2. Identify your purpose and most important message
 - Prepare a key sentence that expresses your most important message
 - Decide on your central purpose: either to inform, or to persuade
- Step 3. Use notes to articulate your ideas
 - Use paper or electronic notes to identify stories or examples that illustrate your points
 - Arrange your notes in groups, setting aside notes that don't advance your purpose
 - Narrow down your presentation to no more than three or four themes
- Step 4. Organize your notes
 - Weave your themes into an organic whole
 - Find effective language, visuals, and imagery
- Step 5. Plan an in-person or virtual presentation
 - Build in times to engage the audience directly
 - Structure your agendas, breaks, Q&A sessions, and conclusions
 - Plan a virtual presentation

Deliver Your Presentation

- Step 1. Practice your speaking
 - Practice your breathing, volume, pitch, vocal tone, and enunciation
 - Test how your voice sounds online or in a room
- Step 2. Practice your eye contact
 - Maintain eye contact
 - Practice sweeping your eyes across a crowd at a measured rate
- Step 3. Practice your expressions and movement
- Step 4. Practice asking and answering questions
 - Plan the questions you'll ask: the P3 technique
 - Practice how you'll carry yourself in Q&A sessions
- Step 5. Pull everything together through rehearsals
 - Practice guiding your listeners through your points
 - Manage the time you'll need and the time your audience will need
 - Practice transitioning back to your most important point