

Objectives

This workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. Topics that participants can look forward to include creating a compelling program, using various types of visual aids, and engaging the audience.

Prerequisites

There are no prerequisites for this course.

Duration

1 day

The topics covered on the course are,

1 Getting Started

- Icebreaker
- Ground rules
- The parking lot
- Workshop objectives
- Action plans and evaluation forms

2 Creating the Programme

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing, and Editing

3 Choosing your Delivery Methods

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

4 Verbal Communication Skills

- Listening and Hearing: They Aren't the Same Thing
- Asking Questions
- Communicating with Power

5 Non-Verbal Communication Skills

- Body Language
- The Signals You Send to Others
- It's Not What You Say, It's How You Say It

6 Overcoming Nervousness

- A Word From The Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd (Even If You Don't Feel That Way)

7 Creating Fantastic Flipcharts

- Required Tools
- The Advantages of Pre-Writing
- Using Colours Appropriately
- Creating a Plan B

8 Creating Compelling PowerPoint Presentations

- Required Tools
- Tips and Tricks
- Creating a Plan B

9 Wow 'em with the Whiteboard

- Traditional and Electronic Whiteboards
- Required Tools
- Using Colours Appropriately
- Creating a Plan B

10 Vibrant Videos and Amazing Audio

- Required Tools
- Tips and Tricks
- Creating a Plan B

11 Pumping It Up a Notch

- Make Them Laugh a Little
- Ask Them a Question
- Encouraging Discussion
- Dealing with Questions

12 Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations