### **Effective Presentations**



Days: 1

Prerequisites: Virtual students must have a working camera and microphone to participate.

Audience: This class is beneficial to everyone.

**Description:** A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this one-day workshop, participants will master the skills that will make them better speakers and presenters.

Course Objectives: This one-day workshop teaches participants to:

- Establish rapport with your audience
- Learn techniques to reduce nervousness and fear
- Understand the techniques, tools, and technology behind delivering a virtual presentation
- Recognize how visual aids can create impact and attention
- Develop techniques to create a professional presence, prepare and organize information
- Prepare, practice, and deliver a short presentation

#### **OUTLINE:**

### **LESSON 1: COURSE OVERVIEW**

 The instructor will spend time getting to know the participants and discussing the workshop's agenda. Participants will also have an opportunity to identify their personal learning objectives.

# LESSON 2: COMMUNICATION APPREHENSION – OVERCOMING NERVOUSNESS

- Communication Apprehension Defined
- Overcoming Nervousness

### **LESSON 3: TYPES OF PRESENTATIONS**

- Informative Presentations
- Persuasive Presentations
- Demonstration/Instructional Presentations
- Inspirational Presentations

# LESSON 4: VIRTUAL PRESENTATION ESSENTIALS—TOOLS AND TECHNOLOGY

- Presenter challenges
- Etiquette and hospitality
- Presentation Tools
- Using Breakout Rooms
- Avoiding Technical Difficulties
- Using Zoom and Microsoft Teams for Presentations

#### **LESSON 5: ANALYZING THE OCCASION**

- Analyzing the Speaking Situation
- Analyzing the Audience
- Developing Rapport

#### **LESSON 6: THE C'S OF COMMUNICATION**

 Speaking Clearly, Concisely, Completely, Concretely, Correctly, Considerately, and Courteously

#### **LESSON 7: PREPARING YOUR PRESENTATION**

- Patterns of Organization
- Developing an Outline

#### **LESSON 8: YOUR SPEAKING PRESENCE**

- Your Speaking Voice
- Mastering Non-verbal Communication
- Methods of Delivery

# LESSON 9: ADD PUNCH TO YOUR PRESENTATION

#### **LESSON 10: YOUR PRESENTATION**

 Mastering Your Material: Preparation, Rehearsal, Presentations, and Debrief