

# Effective Presentations and Meetings

## Course outline

Provided by: Performance Management Consultants – PMC Training



<b>Reference no.</b>	153-26
<b>Duration</b>	1.00 day(s)   6:00 hours <sup>1</sup>
<b>Website link</b>	<a href="https://pmctraining.com/training/effective-presentations-and-meetings/">https://pmctraining.com/training/effective-presentations-and-meetings/</a>

### ***Build Confidence as a Presenter in Business Meetings.***

It's no surprise that organizations spend an increasing amount of time in meetings and presentations – whether they are introducing new concepts, brainstorming ideas or sharing information. With poor planning and unclear agendas, meetings and presentations end up losing focus and devouring time, energy, resources and money.

This one-day workshop will help participants build speaker confidence while employing techniques for polishing and mastering both presentation delivery and effective meeting participation that will motivate teams and improve results.

### **Learning outcomes**

#### **At the end of this workshop, you will be able to:**

- Improve overall public speaking skills
- Confidently participate in meetings and handle challenging behaviors

### **Workshop topics**

#### **Presenter Skills**

- Presenter & Communication Exercises
- Public Speaking Warm-Up
- Presenter/Audience Self-Assessment Quiz

#### **Effective Meetings**

- Confident and effective meeting participation
- Handle Challenging Behaviors

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<sup>1</sup> The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.

- Mock Meeting Role Play

### **Presentation Skills**

- Presentation Components
- Presenter Do's and Don'ts
- Visual Aids Overview

### **Prerequisites**

There are no prerequisites for this course.

### **Who should attend this course?**

Business professionals who struggle to speak up in meetings and want to build confidence. As well, this workshop is for anyone who would like to improve on their presentation skills in business meetings.