

# 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.

*\*There is an opportunity for participants to share an example of their presentation slides at the end of the workshop as part of a group critique segment (approximately 5-10 minutes per participant). Participants can select key slides from a previous workplace presentation that they are comfortable sharing with the group (they would need to remove any confidential or sensitive material beforehand).*

## **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
- Create and deliver improved presentations (presenter and visual aids)

## **Workshop topics**

### **Presenter Skills**

- Presenter & Communication Exercises
- Public Speaking Warm-Up

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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.

- Presenter/Audience Self-Assessment Quiz

### **Effective Meetings**

- Confident and effective meeting participation
- Handle Challenging Behaviors
- Mock Meeting Role Play

### **Presentation Skills**

- Presentation Components
- Presenter Do's and Don'ts
- Visual Aids Overview
- Presentation\* Delivery and Critique

### **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.