

# Skills for Effective Presentations

## Course outline

Provided by: Performance Management Consultants – PMC Training



**Reference no.** 247-16

**Duration** 2.00 day(s) | 12:00 hours <sup>1</sup>

**Website link** <https://pmctraining.com/training/skills-for-effective-presentations/>

### ***Practical Skills to Build Your Effectiveness as a Public Speaker***

Designed for small groups, the workshop is led by an experienced public speaker who will entertain, inform and inspire you to deliver effective virtual and in-person presentations.

Does speaking in front of a room of people make your heart beat faster, your hands sweat and your knees go weak? Would you like to master the art of public speaking? Do you want to have a greater impact on your audience?

The impact we have is largely based on how well we communicate our ideas. Whether we are providing information to an internal audience or making an impassioned plea externally, we need to be confident in our ability to express ourselves.

This two-day workshop is specifically designed to reduce the anxiety of public speaking and help you gain competence and confidence. Gain practical tips that you can apply immediately. You will participate in a number of different exercises and also have a chance to do a mini presentation and gain immediate feedback and coaching.

If you are already an experienced presenter, please consult **Advanced Presentation Skills**.

### **Learning outcomes**

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

- Develop a personal strategy to prepare your presentation
- Communicate your ideas with greater confidence and authority
- Use relaxation techniques that work
- Earn respect in front of the room
- Feel more authentic the next time you need to present

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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.

## Workshop topics

### Value-Added Content

- Defining your purpose
- Analyzing your audience
- Developing your presentation
- The crucial first minute
- Holding the audience's attention
- Transitions
- Classic closings
- Virtual presentation tips: how to use online tools as well as your presence to better engage your audience.

### Tips and Tricks for Maximum Impact

- Handling questions and answers
- Setting the tone
- How to keep your audience's attention
- Use of visual aids to support your presentation

### Platform Skills

- The artful use of body language (if presenting in person)
- Maintaining eye contact (even during virtual presentations)
- The power of voice projection, tone, intonation, and pacing
- Appropriate use of humour
- How to use "the stage"

### Delivery Styles

- Finding what's natural for you
- Introvert/Extrovert - why does it matter?
- Rehearsal techniques
- The balance between memorizing, reading a script and speaking to your notes
- Virtual vs. in-person - how to make the best of it

### Giving a Presentation

- Overcoming the anxiety of presenting
- Tools to remain calm before and during a presentation
- Breathing, pacing, and relaxation techniques

## Prerequisites

There are no prerequisites for this course.

## Who should attend this course?

Anyone who feels inexperienced or nervous giving presentations, presents occasionally or needs a refresher on best presentation practices.

For more experienced presenters we recommend **Advanced Presentation Skills**.