

The Power of Presentation

4.5 PMI PDUs | 4.5 IIBA CDUs

Format: Live Instructor-Led Online through Zoom

Duration: 4.5 hours

Technology and

Attendance Requirements:

Computer with a browser, Zoom, a microphone and speaker. For this workshop, camera should be on if possible and you must be actively participating.

Everyone gets nervous when they are in the spotlight. Whether talking to a small group of colleagues or presenting at a conference to hundreds, public speaking can be frightening! Knowing how to confidently design and deliver a compelling presentation can unlock countless possibilities for your career.

This course walks you through the process of designing and delivering a business presentation, from message creation to storyboarding to stage presence.

This experiential course focuses on realistic examples and hands-on exercises to help you uncover various key concepts for creating effective business presentations. You will learn how to respond to the communication situation, how to structure and design business presentations, and how to develop engaging professional presence.

Learning Outcomes:

During this course you will learn how to:

- Assess the audience to which you will be presenting
- Develop a compelling message tailored to your audience's needs
- Create visual aids that capture audiences' attention and tell a clear story
- Master your voice and body language to create an engaging professional presence
- Create the perfect presentation environment, whether live or virtual
- Give concise impromptu answers during Q&A sessions

Content:

- You will conduct an audience analysis of an upcoming presentation.
- You will brainstorm talking points for your presentation.
- You will draft an outline of your presentation.
- You will design engaging slides that complement your presentation's talking points.
- You will explore vocal exercises to improve your vocal clarity.
- You will practice impromptu speaking to prepare you for Q&A sessions.
- You will develop and deliver a short presentation.