Presentation skills

Overview
Participants will discover the process of planning, designing and writing effective presentations.

Target Audience
Frontline employees

Learning Objectives
By the end of the workshop, participants will be able to:

- Design presentations that inform, instruct, persuade or inspire an audience.
- Adapt presentations to accommodate the needs of different audiences.
- Study presentation methods that keep audiences engaged.

Competencies
- Communication

Course Content
Participants will several opportunities to practice impromptu speaking and prepared presentations. They will learn how to create engaging, informative presentations. The session includes videotaping and critiquing that enhances confidence.

Who Needs to Take This Course?

- Do people in your organization feel comfortable giving prepared presentations?
- Do you feel uncomfortable or unprepared when speaking to unfamiliar audiences.

Format / Length of Course
Format: Instructor led.
Length: 4 hours

Required
Administrative Professionals Development Program
### Prerequisites

None

### Related Workshops

- Influencing Others

### Pre-Work Required?

None

### Manager Actions Required

**Pre-Class:**
- Talk with your employee about strengths and developmental opportunities related to the competencies.
- Relate the information from the course to their job specific responsibilities.
- Ask the employee how they believe they will benefit from the workshop.

**Post-Class Support:**
- Have a discussion with the employee about their impression of the workshop.
- Help the employee identify situations where they can apply the course content.
- Give the employee feedback about how they are demonstrating the behaviors.