



Persuasive Presentation Skills Management & Leadership Series

Course Content

- Preparation Fundamentals
- Presentation Structure
- Connecting with Your Audience
- Developing an Individual Presentation Style
- Tips and Tricks for Getting Your Message Across
- Creating Effective Support Materials
- Mastering Nervous Energy

Feedback Loop

As well as extensive learning activities, participants complete a Learning Journal and a Skill Development Action Plan, maximizing the potential for learning to be applied on the job.

Together, the participant and their Manager sign-off the completion of the Learning Short-take™ and commit to implementing the Skill Development Action Plan.

Learning Short-take™ Outline

"It usually takes me more than three weeks to prepare a good impromptu speech." Mark Twain

The power and opportunity we are given every time we present is enormous, yet many presenters have no idea of their potential to influence. A dynamic presentation gives you a platform to communicate your message effectively, influence your audience and spark desired action. Effective presenters use the energy of their audience to deliver lively and memorable presentations. They also spend a considerable amount of time preparing for their presentation, ensuring that the structure, content and communication style is appropriate for their listeners. It is what happens before the presenter enters the room that dictates the success of the presentation.

This Learning Short-take™ combines self-study with workplace activities to provide you with the key skills and techniques to deliver dynamic presentations. Participants will assess their current approach to delivering presentations and will develop unique and innovative strategies to improve their level of success. You will work on real-life presentation opportunity to effectively plan your communication. The Learning Short-take™ is designed for completion in approximately 90 minutes.

Learning Objectives

- Explain the importance of preparation in delivering a successful presentation.
- Explain how to structure your presentation to deliver key messages.
- Describe how to connect with your audience and maintain attention.
- Identify key factors for enhancing your message and projecting credibility.
- How to design and use visual aids to support your message.
- Describe how to control your nervous energy.
- Create a Skills Development Action Plan.