

# ENGAGING PRESENTATIONS



## PROGRAM SUMMARY:

Effective presenters make the craft look simple. They quickly and easily demand the attention of an audience.

They weave in interesting and relevant illustrations to make their points. They end their presentations clearly, concisely and precisely within the time frame allocated to them. The audience leave with a very clear understanding of what the presenter wants them to think about or do.

Somehow things don't always go as smoothly for us. We run overtime, the audience fails to respond to our humour, they get bored and restless, we struggle to find the words we so carefully crafted or we are overcome with anxiety. This program helps address these problems. The program looks at the essential elements required to give a persuasive presentation that commands both interest and demands action. It helps participants avoid the ten deadly mistakes presenters tend to make.



## CONTENT:

### In this program participants will learn how to:

- Clarify the purpose of their presentations.
- Structure and sequence a presentation for maximum impact.
- Analyse the needs of an audience.
- Deliver with variation and creativity.
- Effectively use visual aids to support key points.
- Implement strategies to deal with anxiety.
- Build rapport and maintain interest.
- Open and close with impact.
- Manage time in a flexible manner.
- Handle questions with confidence.

**Final presentations are recorded for participants.**

*“looks at the essential elements required to give a persuasive presentation that commands both interest and demands action.”*

## NUTS AND BOLTS

This program can be facilitated at your office.

### Guidelines

- **Group Size:** An ideal group size is 6–10 participants.
- **Venue:** For your convenience, you can choose to conduct this program at your offices. Alternatively, we can provide a venue at a small additional cost.
- **Duration:** One or two day options.
- **Cost:** Upon request.

- **Target Audience:** Any employee who gives presentations and is dissatisfied with their delivery.

### Look at what you receive within 24 hours at no cost:

- a program outline
- a bio of a proposed facilitator
- program cost
- possible dates (if requested)

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