

EFFECTIVE PRESENTATIONS

DAYS OF TRAINING: 1

FUNDAMENTALS OF PRESENTATION

Effective presentations
Understanding effective presentations
Understanding different types of presentations
Planning a presentation
Establishing objectives
Determining objectives
Making realistic objectives

AUDIENCE ANALYSIS AND SUPPORTING MATERIAL

Audience analysis
Analyzing the audience
Supporting materials
Selecting supporting materials
Understanding the types of supporting material
Exploring retention and visual aids

BUILDING PRESENTATIONS

Build presentations
Building the presentation
Develop an introduction
Developing the introduction
Capturing the attention of the audience
Organize the body of the presentation
Organizing the body of the presentation
Using transitions
Effective conclusion
Creating the conclusion
Closing the presentation

PRESENTATION MECHANICS

Visual aids
Introducing visual aids
Using different types of visual aids
Understand visual aids
Displaying visual aids
Creating visual aids

PRESENTATION PROCESS

Extemporaneous speaking
Understanding the presentation process
Preparation for speaking
Reducing the fear of speaking
Using warm-up routines
Deliver a presentation
Using different aspects of voice

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Nonverbal communication
Using nonverbal communication aids
Maintaining a focus on the audience

QUESTION-AND-ANSWER SESSION

Handle questions effectively
Handling questions
Understanding the question-and-answer session
Handle challenging questions
Handling challenging questions
Handling challenging audience

FUNDAMENTALS OF PERSUASION

Understand persuasion
Understanding persuasion
Analyzing the audience
Motivating the audience
Making claims
Organize a persuasive presentation
Creating a persuasive introduction
Understanding the body of a persuasive presentation
Methods of persuasion
Using different methods of persuasion