

Improve productivity, achieve greater efficiencies and make a positive contribution to the bottom line with:

High Impact P R E S E N T A T I O N S

In almost every role, individuals need to be effective at presenting ideas to do their job well. Whether you are presenting to a customer, giving an update on your team's progress or suggesting a new idea, your ability to present information well is crucial to the outcome. *Clear communication reduces misunderstanding and saves time and money – that means increased profits.*

In every organization, individuals receive a great deal of information through presentations. Wouldn't it be great if each presentation was concise and to the point so that everyone clearly understands and is on the same page eliminating confusion, wasted time and improving productivity and profitability?

The Two-Day Presentation Skills workshop focuses on instruction and practice in: organization, delivery, visual aid design and use, and handling difficult situations. The distinguishing benefit of our program is the amount of practice and feedback through videotaped presentations. Rather than listen to others talk about presenting, the time is spent practicing the skills, resulting in ability to implement these tools and techniques immediately.

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- Understand how information overload impacts audiences
- Analyze your audience in order to structure a presentation that but moves them to take action
- Deal with fear and anxiety with specific techniques to boost confidence in front of a group
- Learn effective delivery skills to ensure that your message is enhanced by your body language, tone of voice and words
- Create compelling visual aids that "aid" , but don't dominate the presentation
- Respond to audience questions with control and confidence
- Handle distractions and unexpected situations
- Participate in three video-taped practice sessions in order to receive direct feedback and develop a presentation style that is comfortable and confident for you

B E N E F I T S

For the Individual

- We cover structuring the presentation first. Once you know what you are going to say, everything else becomes easier!
- Less time to prepare a presentation
- Increase confidence in communicating in front of a group
- Feedback on personal strengths and weaknesses
- High Impact visual aids
- Ability to maintain control throughout challenging situations

For the Organization

- Improved knowledge transfer throughout the organization
- Increased professionalism of internal and external presentations which improves corporate image
- Stronger results and goal attainment throughout the organization

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