

**Soft-Train**



*At Soft-Train  
Technology Works*

# The Presentation Skills Workshop (2 Days)

**COURSE GOAL:** This Course will help the student to improve their Presentation Skills

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

Upon completion of this course the student will be able to:

- Prepare Strategic Presentations
- Understand the steps to follow in preparing a presentation
- Grasp the various methods of giving a presentation.

**KEY TOPICS:**

**I. Planning**

- A.** Commit to Planning
- B.** Define Success
- C.** Make Sure It Has a Theme
- D.** Remind Yourself: Your Not the audience
- E.** Break Out of the Box
- F.** Don't Ignore the Small Voice
- G.** Don't Prepare "More than Enough"
- H.** Include Stories
- I.** Inject Humor but Don't Try to be Funny
- J.** Build Understanding with Examples
- K.** Work in a Prop
- L.** Answer the "So What?"
- M.** State the Obvious
- N.** Start Strong, End Strong
- O.** Provide Internal Summaries
- P.** Transition with Questions
- Q.** Fight off Last Minute Changes
- R.** Give Yourself the Best Stage

**II. Slide Preparation**

- A.** Craft your Message First, Then Your Slides
- B.** Make Your Visuals for the Audience
- C.** Plan to go Without A Slide
- D.** Be Visual with Visuals
- E.** Navigate the Slide Deck Smoothly
- F.** Don't Fall Victim to Technology

**G.** Take Ownership of Corporate Slide Presentation

**III. Practice**

- A.** Practice Changes in Everyday Life
- B.** Practice Out Loud
- C.** Practice your Introduction the Most
- D.** Get Help Toughening up

**IV. Working with a team**

- A.** Draft the Best Team
- B.** Plan Together
- C.** Plan the In-between Parts
- D.** Plan the Q&A

**V. Delivery Strategy**

- A.** Set The Tone
- B.** Remember and Use Names
- C.** Plan Your Dive and Dive Your Plan
- D.** Be Responsive, Not Reactive
- E.** Leave the Audience Alone
- F.** Speak for the Audience
- G.** Give Them a Chance to Breathe
- H.** End on Time

**VI. Platform Skills**

- A.** Know When Your Performance Really Starts
- B.** Own the Geography
- C.** Include Sign Language
- D.** Ground Yourself When Necessary
- E.** Look Them in the Eye
- F.** Develop a Better Voice
- G.** Sound Like You Care
- H.** Give Voice To Your Characters
- I.** Pause For Effect
- J.** Reference the Screen, Not Your Laptop

**VII. Language Use**

- A.** Lose the “I’m Excited” Line
- B.** Retire Your Favorite Word or Phrase
- C.** Don’t Lose Them with Your Idioms
- D.** Eliminate Unnecessary Qualifiers
- E.** Translate Lingo

**VIII. Q & A**

- A.** Ask Who Has the First Question
- B.** Don’t Take Premature Ownership
- C.** Answer in a Full Thought
- D.** Answer and Move On
- E.** Answer to Everyone
- F.** Sneak in a Forgotten Point

**IX. Challenging Audiences**

- A.** Work It Out Before the Presentation
- B.** Negotiate Rules
- C.** Ask for a Hearing
- D.** Never Let Them See You Sweat
- E.** Test the Antagonist’s Support
- F.** Ask for the Identity of “Lots of People”
- G.** Pull In the Stage Hog
- H.** Innocently Quite the Boss
- I.** Do Not Fixate on the Distracter
- J.** Redirect Personal Attacks
- K.** If They Pick on You, Turn Into a Hologram
- L.** Don’t Fight