

**Soft-Train**



*At Soft-Train  
Technology Works*

# The Presentation Skills Workshop (2 Days) ST00016

**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. A Word in Edgewise**

- A. Your Lips Are Moving... but Is Anyone Listening?
- B. Message in a Module
- C. The Fear Factor
- D. Putting it All Together

**II. Message Boot Camp**

- A. Audience: The “What’s in it for Me?” Principle
- B. Substance: What’s Your Headline
- C. Style: “V” Is for... Visual, Vocal and Verbal
- D. Time Sense: The Lincoln Legacy

**III. Presentation Situations**

- A. Hold That Elevator: The One-Minute Message
- B. Meeting Modules: The Meeting Meat without the Fat
- C. Main Attraction Modules
- D. The Power to Cure PowerPoint and Master Other Visual Aids
- E. “That’s a Good Question”: Handling Q&A
- F. Sharing the Stage: Panels and Team Presentations
- G. A Moveable Feast: Presenting to International Audiences

**IV. Managing Your Media Moment**

- A. Reporters and Those They Report To
- B. Making Your Message the Story
- C. Serve It with Spice

**D. Making the Most of Your  
Moment**