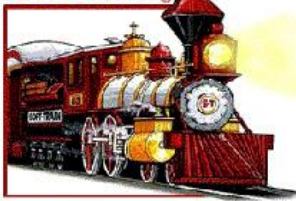


Soft-Train



*At Soft-Train
Technology Works*

How to Prepare, Stage, and Deliver Winning Presentations (2 Days) ST00019

COURSE GOAL: The goal of this course is to teach the student to be able to Prepare, Setup, and Deliver Winning Presentations.

PREREQUISITES: A basic to intermediate level of PowerPoint Presentation Software is required to successfully achieve the most benefit from this class.

LEARNING OBJECTIVES:

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

- Understand the difference between effective and ineffective presentations.
- Design presentations that are clear and simple.
- Put the audience first when designing and delivering presentations.
- Deliver presentations that impress and involve the audience.

KEY TOPICS:

I. A Killer in Our Midst

II. The New Era of Presentations

A. Won't "Good Enough" Do?

B. Omniscient View

C. The Pantheon of Presentation Gods

III. Content

A. Don't Ruin Their Day!

B. You Matter

C. They Matter Even More

IV. Design

A. Styles and Approaches

B. Real Simple

C. Parting the Clouds

V. Delivery

A. Buckets and Butterflies

B. Chatterbox

C. Spread the Love