

Soft-Train



*At Soft-Train
Technology Works*

How to Prepare, Stage, and Deliver Winning Presentations (3 Days)

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:

- Deliver presentations based on audience, subject matter, and results
- Put presentations together with little to no prior knowledge of subject matter
- Deal with first time presentations

KEY TOPICS:

I. Presentations: An Overview

- A. Presentations: Vital to Success in a Changing World
- B. Executive Summary: The Fundamental Fifteen Keys to Winning Presentations
- C. Becoming a Winning Presenter

II. Prepare

- A. Plan: First Analyze and Strategize
- B. Organize: Sort Out Your Ideas to Clarify and Convince
- C. Support: Make Your Case
- D. Visual Aids/Graphics: A Picture Is Worth 1000 Words, Maybe

III. Stage

- A. Arrangements: The Devil's in the Details
- B. Working the Charts, Successfully
- C. Practice: Skip It At Your Risk

IV. Deliver and Follow Up

- A. Show Time: Overview and Nonverbal Delivery Skills
- B. The Spoken Word: Language and Voice
- C. Interact: Successfully Managing Q&A
- D. Switching Hats: Becoming a Sharper Listener
- E. Follow Up: It Ain't Over 'Til It's Over

V. Special Presentation Situations

A. Not Just One but a Winning Team

B. Making Sure It's Not Greek To Them: International Presentations

C. Becoming a Winning Presenter