

**Soft-Train**



*At Soft-Train  
Technology Works*

# Oral Presentations (2 Days) ST00034

**COURSE GOAL:** To learn better public speaking techniques to help give remarkable oral presentations.

**PREREQUISITES:** None

**LEARNING OBJECTIVES:**

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

- Be Comfortable with Your Own Voice
- Establishing Dialogs
- Utilize Your Creativity
- Achieve High Objectives
- Handle Special Situations
- Speak Fearlessly

**KEY TOPICS:**

**I. The Essentials**

- A. The Challenge
- B. The Method
- C. The Restrictions
- D. The Result

**II. Know Your Audience**

- A. The Bare Essentials
- B. A Knockout?
- C. Analyze Your Audience
- D. The Preparation Pipeline
- E. Defining Positions
- F. Gathering Presentational Intelligence
- G. Questions for Those That Ask You to Present
- H. Questions for the People You are Presenting To
- I. Clarifying Your Positions
- J. Action Steps

**III. Make the Statement**

- A. Audiences Today
- B. Creating a Micro-Statement
- C. Creating Material from a Micro-Statement
- D. Testing the Statement
- E. Time Limits
- F. Section Differentiation
- G. Adaptability to the Concept
- H. Blurring
- I. A Listening Device

**IV. Hard-Core Content**

- A. The Micro-Statement Filter
- B. The Factual Filter
- C. The Anti-Filter

- D. What Might They be Afraid of?
- E. Good Vibrations?
- F. The Clanger Check

**V. Write It, Read It, & Edit**

- A. Write it Out
- B. Read It for Sense
- C. Edit for Impact
- D. Structure
- E. Order of Elements

**VI. From Famous First Words...**

- A. Beginning
- B. The Spike's Function
- C. Great Spikes Spark Questions
- D. Do Not Make Excuses
- E. Do Not Start by Asking the Audience a Question
- F. Do Get Them Bolt Upright
- G. The Ending
- H. The Summary
- I. The End Spike
- J. Spiking All the Way
- K. Final Avoidance List

**VII. Nail it all Down**

- A. Why Not Memory Alone?
- B. Notes
- C. Total Familiarity
- D. Using Cards Under Pressure
- E. Paper Scripts
- F. Auto-Cue
- G. Using Equipment to Deliver

**VIII. Show it... if You Really Must**

- A. The Myth
- B. The Reality
- C. Practical Use
- D. Your Slide Mindset

**IX. Control Yourself**

- A. Control Your Nerves
- B. Specific Techniques

- C. Practice
- D. Change Anxiety to Anticipation
- E. Control Your Voice
- F. Conventional View
- G. Capturing the Intensity
- H. Control Your Body

**X. Control the Day**

- A. The Environment
- B. Delivery Sequence
- C. Answering Questions
- D. Policy Decision

**XI. Control Q & A**

- A. Delivery Guidelines
- B. The FIR Formula
- C. The SSS Formula
- D. The Pause and Spike Formula
- E. And Finally

**XII. Raise a Smile**

- A. Careful Selection
- B. Moral Note
- C. Types of Humor to Avoid
- D. Careful Blending
- E. Assertive Delivery

**XIII. Adapt to After Dinner**

- A. The Approach – If You Really Have To
- B. Writing the Thing
- C. Time Limit
- D. Gathering Material
- E. Life Savers

**XIV. Should I Accept the Invitation?**

- A. Assess the Invitation
- B. Length
- C. Slides
- D. The Handout Problem
- E. Your Introduction

**XV. Challenging Business Situations**

- A. Introducing Another Speaker

- B.** Sitting Down to Present
- C.** Seating Arrangements
- D.** Delivery When Seated
- E.** Team Presentations
- F.** Answering Questions
- G.** Panel Discussions
- H.** Media Interviews
- I.** The Last Minute Request
- J.** Presenting to the Board