

Soft-Train



*At Soft-Train
Technology Works*

Effective Presentation Skills for IT and Technical Professionals (3 Days)

COURSE GOAL: Gain the ability to communicate technical information effectively and confidently to any audience.

PREREQUISITES: None.

LEARNING OBJECTIVES:

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

- Deliver a message that is both clear and appropriate to any audience
- Use body language and nonverbal messages to add variety and clarity to presentations
- Translate technical jargon to nontechnical language any audience can understand.

KEY TOPICS:

I. Introduction

- A. The Main Points
- B. About Public Speaking
- C. How to do it Wrong

II. Before You Start

- A. The preparation process
- B. Initial Items
- C. Designing your talk
- D. Detailed preparation

III. Outlining

- A. General Structure
- B. Time Allocation
- C. The parts of the talk
- D. The introduction
- E. The body
- F. The conclusion
- G. Building an outline

IV. Visual Aids – Designing and Using Them

- A. General Considerations
- B. Visual Aid Media
- C. Direct Computer Projection
- D. Overhead Projector slides
- E. 35-MM slides
- F. Moving Media
- G. Flip Charts
- H. Blackboard
- I. Handout Material
- J. Physical items passed around
- K. Three Dimensional models
- L. Demonstrations

V. Creating Visual Aids

- A.** General Requirements
- B.** Using the services of a graphic arts department
- C.** Generating Visual aids yourself
- D.** Overhead projector slides
- E.** 35-MM slides
- F.** Moving Media
- G.** Flip charts and display cards
- H.** Three-dimensional models
- I.** Direct computer projection
- J.** Tricks of the Trade for creating computer graphics and slides

VI. Getting the Most Out of the New Presentation Technology

- A.** When the media interferes with the message
- B.** Choosing equipment for computer-aided briefings
- C.** Using the technology to maximum effect
- D.** Issues concerning traveling with computer slides
- E.** Updating an earlier briefing
- F.** Classified Information
- G.** Graphic issues
- H.** Tricks for the novice computer artist

VII. Logistics

- A.** Briefing Room readiness
- B.** Room scheduling
- C.** Room Layout
- D.** Collection and preparation of equipment
- E.** Safety and comfort factors
- F.** Marking of visual aids
- G.** Multiple speaker logistics
- H.** Feeding people
- I.** Handout material

J. Ten “little” items that everyone forgets

VIII. Presentation Techniques

- A.** Generalities
- B.** Things to do ahead of time
- C.** Things to avoid
- D.** Ways to speed your improvement

IX. Cruel and Unusual Circumstances

- A.** Speaking in a restaurant
- B.** Speaking through a translator
- C.** Speaking to nonnative language speaking audience
- D.** Speaking in a language not your own
- E.** When something goes wrong
- F.** Hostility from the audience

X. Managing the Multi-Speaker Briefing

- A.** The nature of multiple speaker briefings
- B.** The briefing plan
- C.** Choosing the Team
- D.** Maintaining Unity
- E.** Management considerations
- F.** Introducing speakers
- G.** Opening and closing statement

XI. Real-World Briefings

- A.** The work review
- B.** The marketing presentation
- C.** The technical conference paper
- D.** The after-dinner technical talk
- E.** Presenting a Prepared paper

F. Convincing the skeptical audience