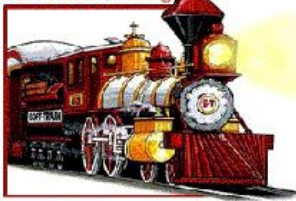


**Soft-Train**



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Technology Works*

# Effective Presentation Skills for IT and Technical Professionals (3 Days) ST00076

**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. A Killer in Our Midst**

- A. Beware the Smoke Monster
- B. Move Something
- C. Commit to Being Great
- D. Get Ready for the New Era

**II. The New Era of Presentations**

- A. Won't "Good Enough" Do?
- B. Presentations Matter
- C. The Case for Excellence
- D. Omniscient View
- E. Expand Your Horizons
- F. Be Flexible
- G. The Pantheon of Presentation Gods
- H. Stutter Suppression
- I. Preparation Proclamation
- J. Content
- K. Design
- L. Delivery
- M. Getting Down to Business

**III. Content**

- A. Don't Ruin Their Day!
- B. Clarify Your Objective
- C. Brainstorming and Developing a Theme
- D. Outline Your Content
- E. Drill Baby Drill
- F. You Matter
- G. How to Build and Maintain Credibility
- H. Be Genuine
- I. Be Factual
- J. Be Giving
- K. They're Just Not That Into You
- L. Crack the Windows and Leave Your Ego in the Car

- M.** Genuine Authenticity
- N.** Don the White Coat
- O.** They Matter Even More
- P.** Connecting with Millennials
- Q.** Great Expectations
- R.** Plugging In
- S.** Connecting with Generation X

#### **IV. Design**

- A.** Styles and Approaches
- B.** Seek Deeply, Seek Widely
- C.** Talk to Strangers
- D.** Fail Often and Like It
- E.** Keep Dreaming
- F.** Presentation Design Styles and Approaches
- G.** The Takeaway
- H.** Real Simple
- I.** Less is Really More
- J.** Detox Design
- K.** Design You'd Take Home to Mom
- L.** 2D Thin
- M.** Design 101
- N.** Imagery
- O.** The Rule of Thirds
- P.** Hope for the Hopeless
- Q.** Spread the Love
- R.** Parting the Clouds
- S.** Enter Sliderocket
- T.** Get Out of Line
- U.** Decisions, Decisions

#### **V. Delivery**

- A.** Buckets and Butterflies
- B.** Over-The-Counter Anxiety Reducers for Presenters
- C.** Sensei Sensibility
- D.** Hearts and Minds
- E.** No Fear
- F.** Easier Said Than Done
- G.** Chatterbox
- H.** Walking The Style Tightrope
- I.** Color

- J.** Maintenance
- K.** The First Impression
- L.** Closing a Talk
- M.** Spread the Love
- N.** Slidecasting: The How-To Guide
- O.** Twitter and Facebook
- P.** Twitter as a Backchannel
- Q.** Change The World, Remember?
- R.** Engage
- S.** 100 Percent All-Natural Passion
- T.** Empowering Presenters