



## Presentation Skills II

### Description

In this class, students have an opportunity to deliver presentations in front of a small group (maximum number of 3 participants) while being video taped. Trainees receive feedback & coaching to improve presentation style. The Instructor works with each participant to identify strengths & areas that need improvement. Students practice their skills, try out new techniques and see visible improvement. Participants receive a personal videotape of their presentations at the end of the session.

### Who should attend?

Valuable for anyone who makes presentations. Senior VP, First VP, VP, Project Manager, Associate, Developer, Technical Staff, Operations Staff, Analyst, Administrative Assistant.

### Sample Agenda

- Work with media aids such as PowerPoint, Flip Chart, etc.
- Practice new delivery techniques
- View videotape to observe personal style
- Receive personal coaching from Instructor
- Receive feedback from peers
- Tailor material to be focused & crisp
- Improve use of space, hand gestures, eye contact & more

### Prerequisites

Presentation Skills I

### Note

Students will work with the visual medium of their choice: PowerPoint, Flip Chart or Overhead & may also provide handouts. These must be prepared before the session. Instructor or Program Coordinator must be informed of the choice of medium prior to the session. Arrangements should be made for PowerPoint presentations to be loaded prior to the session.