

J. DAVIES & ASSOCIATES



Presentation Skills I

Description

This highly interactive session teaches participants skills, theories & techniques that enable them deliver more effective presentations. The class addresses questions such as: “How do I deal with stage fright?” “What do I do with my hands?” “How do I present a focused presentation that audiences will remember?” Session provides multiple opportunities for practice & feedback.

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

- Write focused objectives
- Use techniques to get & maintain audience attention
- Improve use of hand positions, eye contact, space & movement, media aids
- Understand how adults learn and remember information
- Identify ways to overcome audience resistance
- Use effective questioning techniques
- Deliver a talk within set time limits
- Use specific feedback to improve personal presentation style
- Develop techniques to deal with “stage fright”

Prerequisites

None

Note

This session is hands on. Students should come ready to participate! Learning impact is increased when combined with Presentation Skills II.