

Presentation Skills Workshop

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set.

The Presentation Skills workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

Workshop Objectives:

- Perform a needs analysis and prepare an outline
- Select presentation delivery methods
- Practice verbal and non-verbal communication skills
- Knock down nervousness
- Develop and use flip charts with color
- Create targeted PowerPoint presentations
- Utilize white boarding for reinforcement
- Describe how video and audio enhance a presentation and list criteria for determining what types to use
- Enrich the learning experience with humor, questions, and discussion.



For more information or to reserve your spot in this workshop, please contact:

Joseph (J.J.) Frazier
President
Mastering the Positive, LLC
Phone: (757) 962-7073
Mobile: (757) 952-8340
Visit: www.masteringthepositive.com
Email: jfraziers@cox.net



CLASS CONTENT

Session One: Getting Started

Workshop Objectives

Session Two: Creating the Program

Performing a Needs Analysis

Writing the Basic Outline

Researching, Writing, and Editing

Session Three: Choosing Your Delivery

Methods

Basic Methods

Advanced Methods

Basic Criteria to Consider

Session Four: Verbal Communication Skills

Listening and Hearing: They Aren't the Same Thing

Asking Questions

Communicating with Power

Session Five: Non-Verbal Communication

Skills

Body Language

Gestures

The Signals You Send to Others

It's Not What You Say, It's How You Say It

Session Six: Overcoming Nervousness

Preparing Mentally

Physical Relaxation Techniques

Appearing Confident in Front of the Crowd

Session Seven: Creating Fantastic Flip Charts

Required Tools

The Advantages of Pre-Writing

Using Colors Appropriately

Creating a Plan B

Session Eight: Creating Compelling

Power Point Presentations

Required Tools

Tips and Tricks

Creating a Plan B

Session Nine: Wow 'Em with the

Whiteboard

Traditional and Electronic Whiteboards

Using Colors Appropriately

Creating a Plan B

Session Ten: Vibrant Videos and Amazing

Audio

Required Tools

Tips and Tricks

Creating a Plan B

Session Eleven: Pumping it Up a Notch

Make Them Laugh a Little

Ask Them a Question

Encouraging Discussion

Dealing with Questions

Session Twelve: Wrapping Up

Words from the Wise