



Speaking and Presentation Dynamics

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

Prerequisites: There are no prerequisite requirements for this course.

Course Length: 1 Day

Course Content

Lesson 1: Getting Started

Workshop Objectives

Lesson 2: Creating the Program

Performing a Needs Analysis

Writing the Basic Outline

Researching, Writing, and Editing

Lesson 3: Choosing Your Delivery Methods

Basic Methods

Advanced Methods

Basic Criteria to Consider

Lesson 4: Verbal Communication Skills

Listening and Hearing: They Aren't the Same Thing

Asking Questions

Communicating with Power

Lesson 5: 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

Lesson 6: Overcoming Nervousness

Preparing Mentally

Physical Relaxation Techniques

Appearing Confident in Front of the Crowd

Lesson 7: Creating Fantastic Flip Charts

Required Tools

The Advantages of Pre-Writing

Using Colors Appropriately

Creating a Plan B

Lesson 8: Creating Compelling PowerPoint Presentations

Required Tools

Tips and Tricks

Creating a Plan B

Lesson 9: Wow ‘Em with the Whiteboard

Traditional and Electronic Whiteboards
Using Colors Appropriately
Creating a Plan B

Lesson 10: Vibrant Videos and Amazing Audio

Required Tools
Tips and Tricks
Creating a Plan B

Lesson 11: Pumping it Up a Notch

Make Them Laugh a Little
Ask Them a Question
Encouraging Discussion
Dealing with Questions

Lesson 12: Wrapping Up

Words from the Wise