

# Technical Presentation Skills, Revised Edition

**Course Number:** AX084-079

**Days:** Self-study

**Description:** Though written specifically for technical presenters who want to enhance their basic speaking skills, this is the ideal book for anyone who has to convey complex technical information in an accurate, logical, interesting, and effective manner.

## Topic-Level Outline

 **CRISP** series

### Part 1: Assessing Your Skills

Evaluate Yourself

Present Presentation Skills Self-Evaluation

Set Some Goals

Dealing with Anxiety

Section Review

### Part 2: Planning Your Presentation

Personal Appearance

Planning Your Presentation

Analyzing Your Audience

Organizing Your Presentation

Review Checklist

### Part 3: Visual Aids

Developing and Using Visual Aids

Planning Your Visual Aids

Chart and Graph Selection

Using Visual Aids in Your Presentation

Section Review

### Part 4: New Technology for Presentations

Telephone and Video-Conferencing

## Course Outline

### **Part 5: Preparing Your Presentation**

- How to Practice Your Presentation
- Controlling the Presentation Environment
- Successful Impromptu Speaking
- Section Review

### **Part 6: Delivering the Presentation**

- How to Deliver the Presentation
  - Question and Answer Techniques
  - Presenting a Technical Paper at a Professional Meeting
  - Technical Presentation Checklist
  - Checklist Review
-