

Effective Presentation Skills: A Practical Guide to Better Speaking (3rd Edition)

Course Specifications

Course Number: CCT-013_rev4.0

Course Length: Self-study or classroom training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Give confident, enthusiastic, and persuasive presentations. With an emphasis on the need for preparation and practice, this course provides guidance on how to organize, create, and deliver effective presentations. Conquer your fear of public speaking. Prepare and deliver well organized presentations. Capture and maintain audience interest.

Course Objective: The learning objectives for Effective Presentation Skills are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The Objectives of this book are:

- To explain how to build credibility and confidence as a speaker
- To show how to use presentation technology to your advantage
- To provide techniques for preparing and delivering a presentation well

Course Content

Part 1: Assessing Your Skills

- Evaluate Yourself
- Dealing with Anxiety
- Tips for Reducing Anxiety
- Review Checklist

Part 2: Planning Your Presentation

- Personal Appearance
- Eight Steps to Preparing Your Presentation
- Review Checklist

Part 3: Slides and Other Visual Aids

- Developing and Using Visual Aids
- 10 Tips for Planning Successful Slides and Visual Aids
- Content Guidelines
- Types of Charts and Graphs
- Using Color
- Developing Titles
- Visualizing Ideas
- Revelation and Build Slides
- Directing Your Audience's Focus

Part 4: New Technology for Presentations

- Computer Technology
- Using Presentation Software
- 15 Tips for Creating Better Slides with Presentation Software
- Teleconferencing and Videoconferencing
- Get Ready, Get Set, Go!

Part 5: Preparing Your Presentation

- Controlling the Presentation Environment
- When You Can't Practice-Successful Impromptu Speaking

Part 6: Delivering Your Presentation with Energy and Composure

- Engaging Your Audience
- Putting Energy to Work
- Maintaining Composure
- Question-and-Answer Techniques
- Dealing with Hostile Questions
- Final Review Checklist