



## Powerful Presentation Skills

ONE TO TWO DAY WORKSHOP

*“Awesome content. The presenter practiced what he preached throughout the workshop thereby making it a “living case study” of how to deliver a presentation with impact”.*

Senior Manager, Oil Company, Kuwait

### Description:

This workshop is designed for anyone who must make effective group presentations that contain technical subject matter, marketing & sales initiatives, and/or other vital information.

The goal of this workshop is to enhance audience participation throughout your presentation while avoiding classic “presentation pitfalls” and ensuring that your audience truly understands what is being presented.

### Objectives:

Upon completion of this topic area, participants will return to work and be able to:

- Appreciate the common failure points of presentations and avoid them.
- Discover the keys to facilitating participation when presenting potentially “dry” topic areas
- Demonstrate the use of questions for both small & large groups to facilitate the presentation of information.
- Practice presentation delivery and obtain specific feedback on their strengths and areas for improvement.
- Design and use visual aids, with an emphasis on Power Point, to enhance presentations.
- Develop simple presentation plans.

### Agenda:

#### Common Failure Points of Presentations

- Presenters will be introduced to the common pitfalls that presenter’s fall into including the malady of “PowerPoint-itis”, lulling your participants to sleep, inappropriate use of questions and lecturing participants

#### The Core Tenets of Effective Presentations

- Presenters will discuss and apply techniques that focus on the critical stages of powerful presentations:
  - Hook Them

Starting with a “bang”

Participant benefits statements



## The use of interactive questions

Simple, practical agenda setting

Clichés to Avoid

- Engage Them

Use of questions for both small & large groups

Appropriate use of Power-Point and other visual aids

Tips from the Professionals

- Call Them to Action

On-the Job Aids and reminders

Summarizing Techniques

Calling the audience to “action”

## The Use of Questions in Presentations

- Exercises and discussions will focus on the most powerful tool that a presenter has the use of focused questions to get participants engaged and interested in the presentation content. Open and closed ended questions, deflection and ricochet questions are discussed and practiced. Techniques will be discussed and practiced for both small groups (i.e. under 30 people) as well as for large groups (over 30 people).

## Practice Presentations

- Using a simple planning guide, learners will prepare and practice a brief presentation using the key concepts learned. They will receive specific feedback from their peers and the trainer regarding areas of strength as well as opportunities for improvement.

## Action Planning

- Specific discussion on how they will apply what was covered back on-the-job and what support they will need from each other and their Managers.