

Presenting Numbers

Think about a time that you were sitting in a meeting and half-way through the presentation you ask yourself, “What is going on here?” It happens more frequently than it should. It’s even worse when audience members leave the room and say, “What was that all about?” One of the biggest problems with presentations is that they fail to miss the mark with the audience on a number of levels. Because of that, the audience leaves confused and sometimes frustrated.

This seminar focuses on the key tools for planning and organizing a presentation so that the speaker can “hit the target” with the audience. Though not a class in “storytelling” *per se*, participants will learn to present their topic as a “story” – with a beginning, middle, and end – instead of just showing a stack of slides. Whether it’s delivering complicated financial information or a technical progress report, participants will learn to focus on only those key factors that the audience needs to make a decision.

The presentation skills focus for this program is 80% content and 20% delivery skills. *Please read our course description for [Presentation Delivery](#) for the opposite ratio.*

PROGRAM OBJECTIVES:

- Format and structure an effective presentation
- Understand the needs of your audience
- Succinctly define the purpose and objective of a presentation
- Use slides that support your message
- Guide the audience through the presentation

PROGRAM LENGTH:

Standard program is 4 hours, but can be modified shorter or longer

TARGET AUDIENCE:

Technical and Financial professionals who present frequently