Presentation Delivery

Just fifteen minutes in front of the right audience can be more valuable that a whole year behind your desk…especially if you have outstanding **Presentation Delivery** skills. Speaking in public is one of life's biggest challenges, and something that's absolutely critical as a means to share ideas and opinions in our business life.   You can have brilliant ideas and perfect analytics, but if you can't communicate your message effectively to an audience, your ideas don't get heard.

In this intense, hands-on workshop participants will learn the physical skills and techniques of outstanding presenters including how to use stance, gestures, and vocal qualities to convey a message with confidence and conviction. Because of the heavy emphasis on **Presentation Delivery** skills, participants will have a chance to deliver several presentations (at least six) over the two-day session and receive feedback from three sources: our expert instructor, other class participants, and a DVD recording. Each bit of feedback and coaching gives participants information on areas of competence and areas for improvement as they move through the program.

The presentation skills focus for this program is 80% delivery and 20% content. *Please read our course description for* **Presentation Content** *for the opposite ratio.*

PROGRAM OBJECTIVES:

- Become aware of personal delivery habits – good and bad
- Learn and practice simple yet powerful delivery techniques that will help you appear more confident, credible and convincing
- Prepare and organize your thoughts to deliver on-target messages to any audience
- Understand the basics of creating and using visual aids to enhance a message
- Understand how "traditional" presentation and communication delivery techniques translate using today's communication technologies including teleconferencing and Web-based meetings

PROGRAM LENGTH:
Two days (recommended)
One day and 90-minute versions offer fewer practice sessions and little or no coaching

TARGET AUDIENCE:
Because of the numerous and rigorous practice sessions in this program, class size is limited to 10 participants per instructor. (Ninety minute version has a larger capacity with no practice or coaching).

This program is designed for employees at any level who want to improve their public speaking skills. It is especially targeted for individuals who make business presentations on a regular basis, but can be incredibly relevant for those with little-or-no presenting experience.