



# Presentation Skills Workshop

2 Days (Full Content) or 1 Day (Compressed Version)

Training at Your Office

## COURSE DESCRIPTION

We make presentations every day; even outside our job. How we present our ideas, desires and thoughts often dictates the degree of their acceptance. This course is aimed at people who must give presentations in their work environment but also applies to anyone who must present ideas, desires and thoughts to family, peers, friends, etc. Standing in front of a group of people and having to present can be a daunting task. This workshop can help you decrease your stress level, increase your ability to create a good presentation, and finally to deliver that presentation in an effective way; to get results.

A great presenter has two unique qualities: appropriate skills and personal confidence. This confidence comes from knowing what you want to say and being comfortable with your communication skills. In this workshop, participants will master the skills that will make them a better speaker and presenter. This workshop will teach participants how to:

- Gain rapport with your audience
- Reduce nervousness and fear
- Recognize how visual aids can create impact and attention
- Create a professional presence
- Prepare and organize information in different ways

## COURSE TOPICS

**Introduction and Course Overview** To begin you discuss what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

**Communication** Participants will explore key communication skills, including how to start and end a conversation.

**Edit Your Conversation** Next, participants will learn about characteristics that can make or break the audience's impression of a speaker, including volume, clichés, slang, diction, jargon, and tact (or lack thereof).

**Appropriately Sharing Yourself with Others** Participants will discuss self disclosure using the Johari window.

**Trust** This session will explore the idea of trust and how self disclosure can help build relationships.

**Positive Self-Talk** Participants will learn how to build their self-confidence – a key skill for any public speaker.

**Making the Most of Meetings** Meetings are a central part of communication and cooperation within any organization. This session will give participants some ways to successfully prepare for and present at any meeting.

**Body Language** Participants will learn some ways to make sure their body language is sending the right message.

**Sticky Situations** This session will give participants some tools to deal with uncomfortable situations.

**Why Talk?** Next, participants will explore the value of oral presentations.

**Planning Your Presentation** During this session, participants will learn how to use PAFEO to plan their presentation.

**Overcoming Nervousness** To conclude the first day, we will look at some suggestions about delivery.

**The STARR Pattern** Participants will learn a second way of organizing their presentation: the STARR pattern.

**Start Writing!** This session will focus on the nuts and bolts of creating your presentation.

**Limit Your Information** During this session, participants will receive tips on how to reduce the volume of information in their presentation without watering it down.

**Audience Profile** Next, participants will look the value of audience profiles.

**Your Speaking Voice** This session will look at the eight key parts of a presenter's message.

**Add Punch to Your Presentation** There are many types of visual aids. We will provide an overview of, and tips for, the most common visuals during this session.

**Your Presentation** To wrap things up, participants will prepare and present a short presentation. Participants will evaluate each other and provide constructive feedback.

**Workshop Wrap-Up** Students will have an opportunity to ask questions and fill out an action plan.



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