

Speaking for a Lasting Impression

Overview

Speaking for a Lasting Impression is designed to provide participants with the skills and knowledge they need to successfully present information in front of a group. It is designed to enhance the skills necessary to develop and deliver a presentation that will produce results and create a positive impression for members of the audience. In addition, this program focuses on multiple ways to enhance the effectiveness of the presenter through verbal delivery, body language, visual aids, and interaction techniques.

Program Objectives

- Gain an understanding of how to effectively develop a presentation
- Determine ways to capture and maintain the attention of the audience
- Assess the role of body language and non-verbal movements when enhancing delivery
- Develop the required skills to use when speaking in front of a group
- Identify ways to raise retention and results while presenting

Structure and format:

- One day session
- Small group format
- Individual exercises

Part 1: Understanding the Adult Audience

- Recognize characteristics of adult learners
- Understand the key elements of the learning process

Part 2: Developing a Dynamic Delivery

- Identify the purposes of presentations
- Discuss ways to overcome the fear of speaking in front of a group
- Determine how to captivate your audience within the first 30 seconds
- Use body language to maintain interest
- Develop techniques to become an effective presenter

Part 3: Speaking with Conviction

- Identify types of speeches
- Understand how to prepare your topic
- Define different types of delivery
- Determine key elements when speaking
- Identify techniques to interact with the audience

Part 4: Presenting with Purpose

- Understand different types of business presentations
- Utilize five key components of business presentations
- Understanding and utilizing visual aids

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Part 5: Raising Retention

- Enhance retention through group discussion
- Understand the importance of demonstrations as a form of learning
- Recognize the importance of asking questions while facilitating
- Solve training “*situations*” you may face

Part 6: Putting it Together

- Prepare a simple presentation
- Present the presentation to a small group