

Presenting4Success: Mastery



Master your presentation effectiveness and present like a professional

What You Will Learn

- Deliver DVD recorded presentations and with live coaching
- Master powerful openings and closes that captivate and motivate
- Apply the four phases that define the presentation process
- Gain insights and coaching from a professional speaker
- Learn how to utilize delivery environments to enhance the effect
- Master the question and answers sessions in your presentation
- Utilize metaphors and stories to evoke audience understanding
- Master the utilization of visual aids and PowerPoint
- Use humor to invigorate and improve your message reception
- Incorporate improv techniques to elevate your effectiveness
- Practice effective, powerful and flowing delivery for greater impact
- Learn methods for dealing with challenging audiences

Who Should Attend

- Presenters with a minimum of one year experience
- Managers and supervisors who want to enhance their message delivery
- Senior sales individuals who engage in face to face presentations
- Individuals who have completed a foundation level presenting program

Course Duration

- 14 hours



Great speakers have the ability to communicate their ideas to influence people. In Mastery, you will enhance your presentation abilities and learn to communicate information with impact using stories and improvisational techniques. You will gain insights from a professional speaker on how to deliver confident and dynamic business presentations with proven strategies. Participants will receive a DVD of their presentations and classroom coaching.

Course Outline

- **Presentation Process**
 - Presentation Preparation
 - Presentation Development
 - 3-1-2 Structure Method
 - Transitions
 - Stage Presence
 - Communication Traps
 - Recorded DVD Presentation
- **Captivating Audiences**
 - Vocal Power
 - Power of the Pause
 - Effective movement with Purpose
 - Nonverbal Communication
- **Question and Answer**
 - Five steps to answering questions
 - Question preparation
 - Powerful responses
 - When you don't have the answer
- **Storytelling**
 - Power of stories
 - Credibility of Details
 - Metaphors and Analogies
 - Using Humor
- **The Art of Improv**
 - Self-Expression
 - Audience Interaction
 - Preparing for Change
 - Dealing with the Unexpected
- **Visual Aids**
 - Types of Visual Aids
 - Visual Aid Design
 - Using PowerPoint
- **Difficult Situations**
 - Disengaged Audiences
 - Challenging Participants
 - Hecklers
 - Communication Barriers
- **Implement to Improve**
 - Continuous Self Improvement
 - Satori Moments
 - Presentation Commitments
 - 21-day Habits
 - Presentation Resources
 - Presentation Tools

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