

Presenting4Success: Stand and Speak



Stand up and deliver confident business presentations

What You Will Learn

- Learn the four phases that define the presentation process
- Identify areas for improvement during your three DVD video recordings
- Master the top quality in the Job Outlook 2009 survey
- Incorporate new techniques in your opening for greater impact
- Learn eight effective methods for conducting an audience analysis
- Incorporate presentation objectives into every presentation foundation
- Study various techniques to persuade your audience, including the persuasive words and phrases
- Implement the RUT Test for your supporting material and examples
- Understand the 11 decisions people make in the first seven seconds
- Learn techniques to staying calm before a presentation
- Successfully facilitate questions and answers in your presentation
- Learn how to close presentations with a memorable message
- Overcome common visual aid mistakes and learn new strategies

Who Should Attend

- Anyone who needs to present information or persuade others
- Sales Professionals
- Management and Corporate Leaders

Course Duration

- 14 hours



The ability to present is vital to achieving advancement for yourself and your ideas. Learn how to make confident and dynamic business presentations by applying the techniques and strategies of speaking professionals. Stand and Speak will provide you with the opportunity to gain new experiences, techniques, and strategies while teaching you a proven process for presenting. Participants will receive three DVD video recordings of their presentations.

Course Outline

- **Introduction to Presentations**
 - Effective Communication
 - Poor Presentations
 - Overcoming Anxiety
 - iSpeak Presentation Process
- **Communication Factors**
 - Communication Factors
 - Methods of Persuasion
 - Using the Right Words
 - Using Your Voice
 - Effectively Using Body Language
 - Communication Filters
- **Preparing Your Presentation**
 - Types of Presentations
 - Presentation Purpose
 - Audience Analysis
- **Developing Your Presentation**
 - Opening a Presentation with CABA
 - Capturing your Audience's Attention
 - Defining the Main Points
 - Types of Supporting Materials
 - Closing a Presentation with MAS
 - 3-1-2 Structure Method
- **Delivering Your Presentation**
 - First Impressions
 - Rehearsal Techniques
 - Presentation Logistics
 - Team Presentations
- **Facilitating Q&A Sessions**
 - Types of Audience Questions
 - Preparing for Difficult Questions
 - When to Answer Questions
 - Don't know the Answer?
 - Maintaining Control and Credibility
 - No One has a Question
- **Presentation Visual Aids**
 - When to use Visuals
 - Where to Stand
 - Back Row Comprehension
 - The KILL KISS
 - The Three T's of Visuals
 - Using PowerPoint
- **Evaluating Your Presentation**
 - Effective Evaluations
 - Providing Positive Feedback
 - Providing Constructive Feedback
 - Presentation Coaching
- **Implement to Improve**
 - Continuous Self Improvement
 - Satori Moments
 - Presentation Commitments
 - 21-day Habits
 - Presentation Resources
 - Presentation Tools

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