



Business Presentations

Communicating effectively is vital to success in business. Learn a process to make confident and dynamic presentations!

Course duration – 14 hours (2 days)

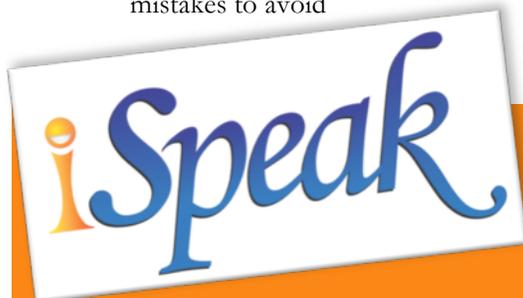


How you will benefit...

- Learn the four phases that define the presentation process
- Identify areas for improvement during your three DVD video recordings
- Receive one-on-one feedback from a professional speaker
- Learn and practice persuasion and assertive techniques in communication
- Learn eight effective methods for conducting an audience analysis
- Study various techniques to persuade your audience, including the persuasive words
- Learn how to effectively select your supporting material and examples
- Understand the importance of first impressions
- Learn the keys to reducing anxiety and fear before a presentation
- Successfully facilitate a Q&A segment in your presentation
- Learn six common visual aid mistakes to avoid

Course Topics

- **Public Speaking**
 - The importance of communication
 - The fear of speaking and the causes
 - Effective presentations
- **Communication Factors**
 - Using the right words
 - Importance of voice
 - Body language
- **Preparing your Presentation**
 - Presentation purpose
 - Types of audiences
 - Audience analysis
- **Developing your Presentation**
 - Opening using CABA
 - Closing with MAS
 - Developing the body
- **Delivering your Presentation**
 - Rehearsal techniques
 - First impressions
 - Team presentations
 - Seating arrangements
- **Facilitating Q&A Sessions**
 - Steps for effective Q&A
 - When to answer questions
 - Maintaining control and credibility
 - When you don't have the answer
- **Visual Aids**
 - Different types of visual aids
 - Effective visual aids
 - Using PowerPoint effectively
- **Evaluating Presentations**
 - Effective evaluations
 - Presentation coaching and feedback
- **Implement to Improve**
 - Continuous improvement
 - Online resources
 - Satori
 - 21-day habits
 - Personal action plan



Who should attend?

- Sales Representatives
- Managers and Leaders
- Anyone required to speak in front of groups

Who can you contact?

Please call us at 512.671.6711 or email us at info@ispeak.com for more information.