

CORPORATE OVATIONS

For Business Professionals

In just two days learn how to take your business presentations from average to *Corporate Ovation!*



Course duration – 14 hours (2 days)

How you will benefit...

- Identify areas for improvement during your three video recording and feedback sessions
- Apply the four phases of the presentation process
- Receive one-on-one feedback from a professional speaker
- Align your three channels of communication for power
- Construct a presentation purpose and conduct an audience analysis in less than 10 minutes
- Practice incorporating engaging movements with purpose to boost your connection with the audience
- Construct a presentation using the Corporate Oventions blueprint
- Implement the keys to reducing anxiety and fear before speaking
- Successfully facilitate a Q&A segment in your presentation
- Learn common visual aid mistakes to avoid and how to create a compelling story with your slides

Course Topics

- **Public Speaking**
 - The importance of communication
 - Overcoming the fear and anxiety of speaking
 - Effective presentations
- **Communication Factors**
 - Using the right words
 - Importance of voice
 - Body language
 - Gestures and eye contact
- **Preparing your Presentation**
 - Presentation purpose
 - Audience analysis
 - Plan for timing
- **Developing your Presentation**
 - Opening using CABA
 - Closing with MAS
 - Developing the body
- **Delivering your Presentation**
 - Rehearsal techniques
 - First impressions
 - Movement with purpose
- **Facilitating Q&A Sessions**
 - ARR process for effective Q&A session
 - When to answer questions
 - Answering questions in a team presentation
 - When you don't have the answer
- **Visual Aids**
 - Use of the clicker and the laser pointer
 - Engaging visual aids
 - Using PowerPoint® properly
- **Evaluating Presentations**
 - Effective evaluations
 - How to deliver coaching and feedback
- **Implement to Improve**
 - Continuous improvement
 - Online resources
 - Satori
 - 21-day habits
 - My action plan



Who should attend?

- Business Professionals
- Individual contributors
- Class size is limited to 12

Who can you contact?

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

Day One – Class Description

Presentations & Communication

- **GROUP DISCUSSION:** Students will define effective communication and great speaker qualities.
- Students will learn how to create effective presentations by understanding the iSpeak model for communication and the presentation process.
- Review the methods for dealing with fear and anxiety before speaking. Interactive group discussions solicit feedback on methods the students use to deal with the fear of speaking.
- **PRESENTATION #1 EXERCISE (Video Recording):** All students will stand and present an introductory presentation focused on any topic they are comfortable with.
- **FEEDBACK SESSION:** Each student will receive positive feedback from the group, as well as one-on-one critical feedback from the instructor.
- Learn the power and effectiveness of properly implementing the Visual, Verbal and Vocal.
- **INDIVIDUAL EXERCISE: Quotes** Each student will read a famous quote in various styles, incorporating instructor feedback.

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Preparing Your Presentation

- Discuss the different types of presentations and identifying your objective for the presentation.
- **INDIVIDUAL EXERCISE: Presentation Objective** Students will individually work on defining the purpose for their presentation.
- Review the techniques for performing an audience analysis. Learn methods for customizing your presentation to meet the unique requirements of the audience.
- **INDIVIDUAL EXERCISE: Audience Analysis** Students will create an audience analysis for the presentation that they will be delivering.

Developing Your Presentation

- Learn a proven method for creating an opening to grab the audience's attention.
- Sample introductions will be provided with video clips and by the facilitator.
- **INDIVIDUAL EXERCISE: Openings** (Develop an Opening for your presentation.)

Day Two – Class Description

- Review of the requirements for the upcoming presentation exercise
- **PRESENTATION #2 EXERCISE (Video Recording):** All students will stand and present their prepared presentation.

Special attention will be given to:

- CABA formula
- Body language and movement
- **FEEDBACK SESSION:** Each student will receive feedback from the group, as well as one-on-one coaching and feedback from the instructor.

Day One Review and Expectations for Day Two

- A review of preparing and developing an effective presentation will be given by the facilitator, as well as the expectations for Day Two and the last recorded presentation.
- Learn effective methods for creating powerful and effective closes to your presentations.
- Sample Closes will be provided with video clips and by the facilitator
- **INDIVIDUAL EXERCISE: Closes** (Develop a Close for your business presentation.)
- Learn the proper way to design the body of a presentation with appropriate supporting information and effective transitions.
- **INDIVIDUAL EXERCISE: Body & Transitions** (Develop the body of the presentation with supporting information and proper transitions.)



“Quite simply the most effective sales training available.”

Tom Stanek,
Director of Sales



“One of the best time investments I’ve made during my 27 years with CenterPoint Energy.”

Ronnie McKneely Jr.,



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Presentation Delivery Techniques

- Discuss the significant elements of the delivery environment and how they can either increase or hinder the effectiveness of your presentation.
- Learn the power and significance of first impressions with your audience.

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- Discuss the appropriate timing and methods for handling questions from the audience.
- Learn the types of visual aids and the most effective methods for utilizing them.
- **GROUP EXERCISE:** Students will learn the proper layout and design techniques for simple and effective presentations slides. In a group exercise, students will utilize an interactive review of visual aids, making suggestions on how to improve.
- **PRESENTATION #3 EXERCISE (Video Recording):** All students will stand and present their prepared presentation. Special attention will be given to:
 - Delivery techniques utilized in the presentation
 - Body structure
 - The Question and Answer section of the presentation

- **FEEDBACK SESSION:** Each student will receive feedback from the group, as well as feedback from the instructor.

Evaluating Presentations

- Learn an effective method for evaluating presentation performance for strengths and areas for improvement.
- Receive tips for providing positive, constructive and effective feedback to others.

What you will do:

- Be video recorded three times as you deliver your presentation
- Receive professional one-on-one feedback from the instructor
- Participate in group exercises and discussions
- Work on individual presentations
- Review and discuss presentation tools and methodologies in a group setting
- Utilize proven methods for connecting with the audience and developing messages with impact
- Participate in professional simulation activities by delivering presentations to a group audience
- Utilize a Presentation Planner tool to effectively prepare a business presentation
- Create an action plan for implementing skills after the workshop has ended