

## Powerful Presentations

**Length:** 2 Days

**Summary:** This course develops a professional's ability to effectively communicate in front of audiences in order to produce powerful presentations. This interactive course is designed to create a safe space for the students to discover the blocks and barriers that stop their full self-expression and clarity. Each day the students will learn new delivery tools and have the opportunity to practice their presentation in front of the audience.

**Who Should Attend:** Individuals who want to improve their presentation performance in front of both small and large group audiences.

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### COURSE CONTENT

#### 1: FUNDAMENTALS OF PUBLIC SPEAKING

- Expand your passion, energy and enthusiasm which are key factors in holding the attention of the audience
- Maximize clarity and purpose

#### 2: POINT OF FOCUS TECHNIQUE

- Develop a broadband connection to the audience
- Understand the art of questioning
- Be concise

#### 3: PREPARE FOR A PRESENTATION

- Prepare

#### 4: REINFORCE THE MESSAGE

- Learn the art of generating imagery with your hands and arms
- Use visuals
- Manage the flow of communication
- Leverage your personal presentation style

#### 5: REDUCE INAPPROPRIATE GESTURES AND BODY MOVEMENT

- Do not distract and send mixed messages to the audience
- Overcome nerves and anxiety
- Strengthen your body language

#### 6: VOCAL SKILLS

- Learn how to vary your vocal skills to avoid monotone deliveries

#### 7: DEVELOP SKILLS

- Improve the ability to pause, relax and be in "present time" in front of the audience
- Learn the importance of listening skills
- Understand Effective Communication
- Manage questions and understand how to respond appropriately

#### 8: ELIMINATE ALL "FILLER WORDS"

- Do not use - ums, ahs, okays, etc. from your verbal delivery

#### 9: CONFIDENCE

- Expand your confidence and your ability to "Own the Room"
- Win the audience over

#### 10: PRIMARY BLOCKS

- Discover the primary blocks that stop the audience from understanding.
- Remove barriers
- Techniques to increase memory to help remember key points

#### 11: HOLD ATTENTION

- Understand ways to hold the attention of the audience