



Presentation Skills

Learning Outcomes and Course Outline

(8 hours)

Presentation skills are essential to career advancement and success in the business world. However, most people would rather have a root canal than speak in public. This course will help people overcome their fears of public speaking, and provide them with guidelines for preparing presentations. In addition to the technical skills, participants will gain practice in the essential skills of delivery: eye contact, gestures, and movement, in their own style.

People will be video taped in this class. It is expected that everyone will come with a topic they wish to prepare. This is an interactive and experiential class. People are expected to participate and contribute to the process.

Learning outcomes:

Participants will be able to:

- List key elements in preparing for a presentation
- Identify the 3 elements of the presentation
- Identify the keys to handling questions
- Polish their own speaking style

Course Outline

Introductions of topic and people

Barriers to good presentations

Creating the Presentation

Preparation

- Why?
- Methods of Delivery
- Overview of Visual Aids

Opening

Points

Ending

Handling Questions

Skills Practice in Delivery

Eye Contact

Gestures

Movement

Action Planning

Summary and Evaluation