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# Professional Presentation Skills

Presentation skills are vital for business professionals today. How information is presented to groups and individuals can determine the effectiveness of the message and its outcome. Presentation skills can affect the speaker's influence and credibility and make a remarkable difference when getting the message across to listeners. This unique program gives learners the techniques and skills necessary for an effective presentation and helps them engage an audience with confidence.

## Module 1

### Fundamentals of Effective Presentations

Presentation skills development starts with understanding the fundamentals of effective and powerful presentations.

- Articulate the fundamentals of a purposeful message and presentation
- Describe factors that impair presentations
- Explain how to establish credibility and confidence as a speaker

## Module 2

### Planning and Preparing a Powerful Presentation

A speaker must consider their audience's needs in order to capture their interest and inspire them into action. Careful planning is critical to the success.

- Discuss the purpose and goal of business presentations
- Describe techniques that facilitate listeners' motivation to change or act
- Summarize how to prepare a presentation that meets the audience's needs

## Module 3

### Eliminate Speaker Anxiety and Nervousness

Public speaking is one of the most important yet most feared forms of communication.

- Identify why people feel anxious about public speaking
- Describe techniques to reduce and control stress and speaker anxiety
- Review the use of speaking techniques to ease audience tension

## Module 4

### Polishing and Delivering a Presentation Like a Pro

Leaders, formal and informal, need to be able to deliver a clear, succinct and inspiring message.

- Recognize effective openers and closers
- Distinguish appropriate use of verbal and nonverbal communication
- Discuss focusing and controlling questions and answers

## Module 5

### Using Visual Aids Effectively

Presentation aids are valuable to getting a clear message across to audiences of all ages, education levels, degrees of interest or motivation.

- Describe the purpose of presentation aids
- Explain the range of choices for presentation aids

- Articulate the role of careful planning and good execution when using presentation aids

#### Module 6

### **Skillfully Handling Difficult Presentation Situations**

Speakers need to be prepared to handle difficult situations that may arise with confidence and skill.

- Outline the methods to handle negative reactions to a presentation
- State general guidelines for dealing with problem audience behaviors
- Describe techniques to handle critics



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