

Presenting to Groups

Course Objective

Your employees will leave this two-day workshop with immediately-usable skills for planning, developing and delivering presentations that meet the audience's needs and the presenter's objectives.

Videotaping will be used to reinforce the learning.

Enrolment: With one IWCC facilitator, we can accommodate a maximum of 6 participants. Alternatively, we can accommodate up to 12 participants with two facilitators.

Who Should Attend

This workshop is designed for people who already have some experience delivering business presentations. It is suitable for people who give informal presentations to small groups as well as for those who are required to address larger audiences.

What Participants Will Learn

By attending this workshop, your employees will learn to:

- Assess their existing skill level and set personal improvement objectives
- Plan presentations by analyzing their audiences and the requirements of their presentations
- Develop content by focusing on the information that their audiences need
- Design powerful, attention-getting openings and closings
- Structure their presentation logically and prepare notes
- Design, integrate and use visuals to support key messages
- Use verbal and non-verbal techniques to deliver messages in a credible and professional style
- Handle audience interaction and respond to questions.

