

Technical Presentations

Course Objective

Your employees will leave this two-day workshop with immediately-usable skills for planning, developing and delivering technical presentations that every audience can understand. They will spend less time planning and writing their presentations thus improving their overall individual productivity. Also, they will enhance their image as effective technical speakers.

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 are required to develop and/or present technical information. It is suitable for people who give informal presentations to small groups and 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 their presentations by analyzing their situation, their audience and their presentation objectives
- Develop their content by focusing on the information and level of detail that their audiences need
- Design powerful, attention-grabbing openings and closings
- Structure their presentations logically and prepare notes
- Design, integrate and use visual aids to support key messages
- Prepare their speaker notes
- Deliver their presentations using effective verbal and non-verbal techniques
- Use labels and transitions to help their listeners understand their message
- Handle audience interaction and respond to questions.

