New Horizons®

Presentation Skills

Summary

Length: 8 hours Level: Foundational

In this course, students will learn active listening skills to facilitate the exchange of ideas in meetings and presentations. They will also organize your ideas to create coherent and convincing oral presentations. This course may earn a Credly Badge.

Learning Objectives

This program can benefit anyone who presents; a trainer, a meeting facilitator, speaker, or seminar discussion leader. No matter which role you are assuming, this workshop will help you become more efficient and proficient with the skills of providing information to others.

Course Outline

1. **Getting Started**

   Icebreaker
   Housekeeping Items
   The Parking Lot
   Workshop Objectives

2. **Creating the Program**

   Performing a Needs Analysis
   Writing the Basic Outline
   Researching, Writing, and Editing

3. **Choosing Your Delivery Methods**

   Basic Methods
   Advanced Methods
   Basic Criteria to Consider

4. **Verbal Communication Skills**

   Listening and Hearing- They Aren't the Same Thing
   Asking Questions
   Communicating with Power

5. **Non-Verbal Communication Skills**

   Body Language
   It's Not What You Say, it's How You Say It

6. **Overcoming Nervousness**

   Preparing Mentally
   Physical Relaxation Techniques
   Appearing Confident in Front of the Crowd

7. **Creating Fantastic Flip Charts**

Required Tools
The Advantages of Pre-Writing
Using Colors Appropriately
Creating a Plan B

8. **Creating Compelling PowerPoint Presentations**

Required Tools
Tips and Tricks
Creating a Plan B

9. **Wow 'Em with the Whiteboard**

Traditional and Electronic Whiteboards
Using Colors Appropriately
Creating a Plan B

10. **Vibrant Videos and Amazing Audio**

Required Tools
Tips and Tricks
Creating a Plan B

11. **Pumping it Up a Notch**

Make Them Laugh a Little
Encourage Discussion
Dealing with Questions

12. **Wrapping Up**

Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations

Audience

This course is designed for individuals who need to present information effectively in a professional environment.

Prerequisites

There are no rerequisites for this course.