

A LDI Training Course

Effective Presentation Skills

How to Deliver Ideas and Information with Confidence

by
LDI Instructor

Introduction

Making dynamic presentations with confidence is an essential career skill that demonstrates leadership ability. The executive or manager who can speak with authority before an audience of one or one thousand is a great asset to his or her organization. Whether the intent is to motivate, inform, influence or defend, this intensive "how-to" course will improve participants' effectiveness in dealing with superiors, direct reports and co-workers; clients, associates and the general public. The seminar deals with the vital basics, the important do's and don'ts, and the framework upon which you can practice and build your skills.

Here are the benefits of attending this practical course:

- Develop a powerful Presentation ability
- Understand Communication principles and improve your presentations
- Gain self-confidence when giving presentations
- How to use visual aids to enhance your presentations
- Learn how to make your audience to become fully involved
- Know how to create a supportive atmosphere
- Able to handle sensitive issues and difficult audience

Who Should Attend

This course is designed for anyone who wants to be able to present his or her ideas or information in front of an audience. Besides learning the theories, all participants will have plenty of opportunities to practice their presentation skills in front of an audience with videotaping.

Course Outline

- Characteristics of "An Excellent Presenter"
- Presentation Structure

- The Opening
- The Content
- The closing
- Analyzing your audience
- Presentation styles
- Your voice – Tone and volume
- Using visual aids
- Dealing with Nervousness and Stage Fright
- Using Participative Techniques.
- How to attract participation and keep interest high
- Enhancing presentation using Icebreakers, Jokes, and Games
- Videotaped Practice sessions with feedbacks

Methodology

- Interactive discussions
- Group & individual exercises
- Videotaped and one-on-one coaching
- Role play
- Relevant games
- Video films