

PRESENTATION SKILLS TO TRANSFORM YOUR AUDIENCE COURSE OUTLINE

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| COURSE CONCEPT | <p>Making a formal presentation is an opportunity to communicate with your audience, show your expertise, and have your content come alive. Presenting to an audience is an important form of communication that may cause fear in individuals. The key is to present on a topic you have experience with, are passionate about, and where you can add value to your audience for their transformation. Having the ability to deliver your message confidently can have an impact on your ability to become a person of influence.</p> <p>An effective professional presentation positions you as an expert on the topic and in your industry. Your opportunity to present information, engage with and influence your audience can create a lasting impact. A well-presented presentation points to your leadership capability, enhances your value, and positions you as a thoughtful leader.</p> |
| AUDIENCE | <p>Individuals who require presentation skills to impact and transform an audience beyond content.</p> |
| AIMS | <ul style="list-style-type: none"> • Gain knowledge, skills, and confidence to successfully present to engage and interact with the audience to hold their attention. • Plan, structure, and deliver presentations with visual aids to tailor the content to the audience, add value, and transform the audience with their knowledge, thinking, and behaviour. • Deliver a presentation that highlights your credibility, expertise, and passion |
| COURSE CONTENT | <p>Develop knowledge and skills of the three parts of a presentation:</p> <ol style="list-style-type: none"> 1. Plan the presentation <ul style="list-style-type: none"> • Preliminary questions for your preparation • Presentation styles • Aim of the presentation • Content of your presentation • Audience background, characteristics, and learning styles • Structure your presentations: Introduction, Body, and Conclusion • Plan and structure the presentation with mind mapping, linear plan, and transformational audience map • Write the content of the presentation • Use of visual aids to enhance the content and engage the audience • Techniques for an effective conclusion • Practice your presentation and incorporate feedback to improve and develop • Coming to terms with nervousness • Strategies to manage your nervousness • The day before the presentation |

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| | <p>2. Deliver the presentation</p> <ul style="list-style-type: none"> • On the day of the presentation • Strategies to deliver a stand-out presentation • Skills And Tips to Deliver Virtual Presentations • Techniques to improve your oral presentation • Guide your audience to understand the content • Important factors that affect the impression you make • Tips for presenting with confidence • What <i>not</i> to do during a presentation • When mistakes happen <p>3. Evaluate the presentation</p> <ul style="list-style-type: none"> • Self-evaluation • Collect feedback from your audience • Quality improvement — Your learning for future presentations <p>Benefits of presenting to an audience and for your career</p> |
| LEARNING OUTCOMES | <p>On completion of the training program, participants will be able to:</p> <ul style="list-style-type: none"> • Review memorable speeches as learning points for your presentation • Plan your introduction with clear aims, understanding the audience’s background and learning style • Structure your content with mind mapping, a linear plan, and a transformational audience map • Structure and write your presentation with relevant content in the Introduction, Content, and Conclusion • Use visual aids to enhance the content and engage the audience • Strategies to coming to terms with nervousness, present with confidence, and visualize success • Plan your day before and on the presentation day • Apply strategies to deliver a stand-out presentation • Apply skills and tips to deliver virtual presentations • Handle mistakes with ease • Evaluate your presentation with self-appraisal and audience feedback • Apply quality improvement for future presentations • Identify the benefits of presenting to an audience and for your career |

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| LEARNING ACTIVITIES | <ul style="list-style-type: none">• Self-assessment of your presentation• Practical activities to apply the content and skills to your presentation• Insightful questions to plan and present your presentation• View videos and apply the learning to your presentation• Reflective learning activities• Visualisation for success in delivering your presentation• Practice presentation skills and incorporate self-assessment and feedback for improvement |
| DURATION | Self-paced learning, approximately 6 hours |
| FURTHER INFORMATION | careercoaching.training hello@careercoaching.training |

