

Presentation Skills

Quit Putting People to Sleep in Your Presentations!

Overview: *Most Americans have a short attention span and are accustomed to entertaining, high-flash media sound bites to gather their news and information. And yet in corporate America, we sit through an average of 400 hours of sleepy presentations and boring meetings per year, remembering very little of what was covered.*

The ability to present information in a more dynamic way is a crucial skill in today's fast paced environments. This program will help participants discover simple ways to deliver information and keep an audience awake...all at the same time!

Topics Covered:

- Discover the **top 3 presentation killers!**
- Learn to **control the anxiety that paralyzes** and use the “**butterflies**” to help you soar.
- **Maximize the 4 “Style Points”** to exude confidence, keep audiences interested and prevent typical drifting.
 - Gestures, eye-contact, movement and tone of voice
- Add the “**Sizzle Factor**” for interaction and increased retention of material
 - Craft stories, weave in examples, demonstrations, humor and more
- Learn to **captivate** when you **present over the phone.**
 - Discover simple techniques to **keep your audience involved** when all you have is your voice and your slides.
- Make slides and other visuals **more appealing and effective.**
 - **Quit reading** to your audience!
 - PowerPoint **do's and don'ts**
- **Tips** for timing, memorizing your points and more

This program includes videotaped practice presentations and several interactive exercises to demonstrate each of the “style points.”