

Effective Presentations (Second Edition)

Course Specifications

Course Number:

097007

Course Length:

1 day

Course Description

Overview:

The ability to deliver presentations is vital to achieving advancement for yourself and for your ideas. Few skills in life will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. The pathway you'll follow in this course will help you organize ideas into coherent and convincing oral presentations by using both visual aids and recommended public-speaking techniques to strengthen your delivery.

In this course, you'll have an introduction to the concepts behind creating an effective presentation and organizing ideas in a cohesive way to get your intended message across to your audience. You'll use a variety of tools and approaches to prepare to deliver different types of presentations in your work environment. These skills will be immediately applicable in a real-world setting, as you return to your workplace to create and deliver complete presentations from start to finish.

Course Objectives:

In this course, you'll have the opportunity to examine the key elements of successful presentations and to practice relevant skills. These important concepts and tools will help enable you to create and deliver your own effective presentations, both in-person and virtually.

After you complete this course, you should be able to:

- Define what makes a presentation effective.
- Plan presentations.
- Design a presentation framework.
- Develop the presentation body.
- Create supporting materials.
- Prepare for your presentation.
- Deliver presentations.
- Conduct a question-and-answer session.
- Deliver group presentations and virtual presentations.

Target Student:

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

Prerequisites:

To ensure your success, you will need to have experience writing in a professional context and creating presentations using Microsoft® Office PowerPoint®. To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Any current Microsoft® Office PowerPoint® course, such as *Microsoft® PowerPoint® for Office 365 (Desktop or Online): Part 1*
- *Grammar Essentials (Second Edition)*
- *Effective Business Writing (Second Edition)*

For more specific skills and techniques in the use of Microsoft PowerPoint, we encourage you to pursue additional courses in the Logical Operations PowerPoint curriculum. For more in-depth presentation techniques, including evaluation, coaching, and feedback, we invite you to consider a quality presentation workshop program such as Communispond's *Executive Presentation Skills®*.

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1,024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software:

- Microsoft® Windows® 8.1 or 10
- Microsoft® Office 2013 or 2016
- Any PDF reader

Course Content

Lesson 1: Defining Presentation Effectiveness

Topic A: Identify Qualities of Effective Presentations

Topic B: Evaluate Yourself as a Presenter

Lesson 2: Planning Presentations

Topic A: Analyze the Audience

Topic B: Establish Your Presentation's Objectives

Lesson 3: Designing the Presentation

Topic A: Create the Presentation Structure

Topic B: Organize the Presentation Body

Topic C: Write the Conclusion First

Topic D: Write the Introduction

Lesson 4: Developing the Presentation Body

Topic A: Select Evidence

Topic B: Write the Presentation Body

Topic C: Create Visuals

Lesson 5: Creating Supporting Materials

Topic A: Create a Slide Deck

Topic B: Create Speaker Aids

Topic C: Create Audience Handouts

Lesson 6: Preparing for Your Presentation

Topic A: Rehearse the Presentation

Topic B: Plan Event Logistics

Lesson 7: Delivering Presentations

Topic A: Connect with Your Audience

Topic B: Present Powerfully

Topic C: Utilize a Slide Deck Effectively

Lesson 8: Conducting a Question-and-Answer Session

Topic A: Answer Questions

Topic B: Handle Challenging Questions

Lesson 9: Presenting in Common Business Scenarios

Topic A: Plan and Deliver a Virtual Presentation

Topic B: Plan and Deliver Group Presentations