

## Program Title: Presentation Skills

### Description

The Presentation Skills workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

### Highlights:

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set.

### Learning Objectives:

Perform a needs analysis and prepare an outline

Select presentation delivery methods

Practice verbal and non-verbal communication skills

Knock down nervousness

Develop and use flip charts with color

Create targeted PowerPoint presentations

Utilize white boarding for reinforcement

Describe how video and audio enhance a presentation and list criteria for determining what types to use

Enrich the learning experience with humor, questions, and discussion

### Course Information:

<b>Required Knowledge, if any:</b>	None
<b>Who Should Attend?</b>	New Supervisors, Experienced Managers, Senior Leaders
<b>Advanced Prep, if any:</b>	None
<b>Level:</b>	Any
<b>Field of Study:</b>	Leadership Development