

Platform Tips for the Business or Technical Professional

When called upon to make a presentation at work, in the community, or in a professional organization, people often find it difficult to get their arms around the task. And often the body language and presentation delivery style undermine a speaker's credibility. This 8-hour presentation skills course will provide platform tips to help people "be themselves" in front of a group in a sales meeting of two, a team meeting of twelve, or a civic meeting of 200. During the presentation skills training workshop, participants will deliver work-related presentations and receive feedback from video, peers, and instructor.

Key Objectives

- Use comfortable, natural gestures to underscore key points
- Use movement and space to build rapport with the audience
- Vary pace, volume, pitch, and emphasis to increase retention
- Add silences and pauses for impact
- Increase credibility with an audience by using a confident delivery style
- Overcome nervousness

Who Should Attend

Anyone who makes presentations to supervisors, colleagues, or customers

Materials/Texts

Participants will receive a copy of the text *Speak with Confidence: Powerful Presentations That Inform, Inspire, and Persuade* (McGraw-Hill) by Dianna Booher and a presentation planner for use as a back-on-the-job reference. Job-aid cards are also included.

Class Size

Up to 10 participants