PRESENTATIONS: PREPARING, DEVELOPING, AND DELIVERING

PGM06.25

This course introduces students to the fundamentals of creating and delivering a presentation. The class will learn the components of a good speech or presentation through discussions and then how to develop their own. The class activities include writing and delivering three short presentations in class. A variety of delivery techniques will be introduced including building rapport with the audience, using body language and humor, and facilitating a question and answer session.

The material includes CertBlaster software and a companion CBT program.

PREREQUISITES

- None

LEARNING OBJECTIVES

- Identify the characteristics of an effective presentation, and address and work through fears of public speaking.
- Prepare a presentation by identifying the purpose, analyzing the audience and properly structuring the presentation.
- Deliver an effective presentation by understanding and capitalizing on the seven components of a successful presentation.
- Add interest to your presentation by using humor and visual aids, and facilitate a positive question-and-answer session.
- Work toward improving your presentation skills by using the 21-day habit and committing to be a better speaker.

WHO SHOULD ATTEND

- Individuals seeking to improve their presentation and public speaking skills

COURSE OUTLINE

- Introduction to public speaking
- Preparing your presentation
- Developing your presentation
- Delivering your presentation
- Using humor and visual aids
- Using what you've learned

There are numerous exercises to reinforce the concepts taught in this class.

CLASS LENGTH

- Two Days (14 PDUs)