



PRESENTING LIKE A PRO...

...mastering the art of making public presentations©

When asked to name the number one fear of adult Americans, most people respond with “death”. Research once showed, however, that death ranked only number seven on our list of fears. The *number one* fear? That’s right – public speaking. More people would rather die than stand before a group to make a presentation!

In “**Presenting Like A Pro...**” participants learn to turn that sense of dread and fear into a sense of enthusiasm. They will learn how to most efficiently prepare their presentation, how to deliver it effectively, and how to deal with “challenging” participants.

The key to an effective presentation is to communicate, and communication is defined as *giving and getting understanding*. Participants will discover the awesome power of body language and voice tone in *truly* communicating. Knowing how to handle questions - asking as well as answering- is critical to the group communication process, and “**Presenting Like A Pro...**” shows how to do it most effectively.

Many business presenters today overlook a vital component of effective presentations – addressing adult learning needs. “**Presenting Like A Pro...**” helps participants identify *and meet* those needs.

Participants are given the opportunity to actually deliver presentations. This allows them to not only practice their newly learned skills, but to receive and deliver feedback, and to experience a variety of presentation styles.

“**Presenting Like A Pro...mastering the art of making public presentation©**” is an ideal forum for anyone interested in sharpening their presentation skills and improving their ability to communicate to a group of people. The entertaining, enjoyable and convenient four to six hour format maximizes the learning experience.

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SESSION 1. Presentation Skills

- >Learning from the Masters
- >Overcoming anxiety
- >Platform do's and don't's
- >Projecting the appropriate image
- >First presentation



SESSION 2. Communicating Effectively

- >It's not *what* you say, but *how* you say it
- >Handling questions
- >Dealing with "challenging" participants
- >The effective use of humor
- >Selecting the right media
- >Walking the talk
- >Second presentation

SESSION 3. Developing the Presentation

- >The three main types of business presentations
- >Identifying your audience
- >Addressing adult learning needs
- >Finding supporting materials
- >Preparing the opening
- >Organizing your material
- >Closing effectively
- >Third presentation



SESSION 4. Putting It All Together

- >Review
- >Opportunity for final preparation for last presentation
- >Final presentations
- >Graduation/presentation of certificates

"Be interesting, be enthusiastic...and don't talk too much!" Dr. Norman Vincent Peale