



# Leadership *Presentation* Skills

Develop and deliver high-level presentations that are clear, compelling and effective.

## Overview

- Organize thoughts quickly and present them persuasively.
- Captivate audiences with a professional delivery style.
- Overcome inhibitions and do things with a purpose.
- Strategically build presentations to focus on customers' needs.
- Control nervousness and think under pressure.
- Handle Q & A situations.
- Use appropriate facilitation techniques.
- Learn the skills and steps to effectively present a teleconference or video conference.
- Uncover the eight techniques to creating instant rapport with others.

## Instruction Methods

- Multiple practice sessions for skill-building
- Videotaping with immediate one-on-one assessment and coaching

## Class Size & Program Length

- All classes have an instructor-participant ratio that guarantees personal instruction.
- Program length is two days.

## Program Options

- Receive a corporate program tailored to your specific needs.
- Personal coaching

## Sample Agenda

### Benchmark

Heighten your awareness of how you look and sound from the audience's perspective.

### Physical Skills

Learn to control nervousness, overcome inhibitions and project your message.

### Strategizing Your Presentation

Analyze your audience to tailor information to fit the needs of the group. Prepare meeting logistics and prevent surprises on equipment and set-up.

### Presenting with Visuals

Create visuals that show what you want to say, and present them with confidence and conviction.

### Virtual Presentation Skills

Apply procedures and techniques to effectively present a teleconference or video conference.

### Create Instant Rapport

Apply skills to connect with and gain the trust of others.

### Q & A

Apply techniques to control the flow of information. Learn how to handle audience pressure.