



AMCTO's Corporate Training

EFFECTIVE PRESENTATION SKILLS

1 Day Workshop

In today's workplace there is often the expectation that employees will have the ability to demonstrate excellent presentation skills. Make an impact with your presentations: be informative, persuasive, and memorable with techniques you can apply immediately.

- Effectively manage presentation anxiety through calming techniques
- Use tone, conviction, confidence and control for maximum impact
- Leverage the non-verbal elements in your presentation
- Adjust comfortably to audience requirements
- Understand the needs of the adult learner
- Gain knowledge and techniques from skills practice and peer coaching

Giving presentations can be more comfortable for you and your audience. In this one-day workshop, the instructor will guide you on how to organize your topic, prepare visuals, stay calm, maintain attention and prepare for question period.

Format

A group experience with opportunities to practice helpful presentation techniques throughout the day.

You will also learn how to:

- Prepare a strong Opening and Closing
- Control voice, pitch and tone
- Handle difficult behaviours and interruptions
- Use PowerPoint effectively
- Use a microphone
- Cope with stage fright
- 'Pause' for effect