



The Skilled Presenter™

Fine-Tuning Your Delivery Style for More Dynamic & Persuasive Presentations

(Two-Day Workshop)

The Skilled Presenter™ examines the mechanics of how to deliver a presentation.

We focus on how others see you. Special emphasis on: organizing your presentation; polishing performance skills; voice, gestures, eye contact, posture, stance; preparing dynamic visuals.

WORKSHOP MATERIALS

Every participant receives a bound 150-page copy of The Skilled Presenter™. The text acts as a workbook during the workshop, and a reference afterwards.

CORE PROGRAM

Positioning Your Ideas for Your Audience's Core Concerns

- Crafting your presentation to provide your listeners a simple, memorable, unifying idea
- Addressing your listeners' concerns
- Engaging your listener with visual, helpful and personal example
- Book-ending the presentation: effective openings and closings

Ways to Involve Your Audience

- Using your listeners as a focus group
- Moving discussions along, while maintaining control

Using Language Your Listeners Will Understand

- How to achieve clarity with your words
- Explaining technical terms clearly and simply

Techniques to Overcome Stress

- How structured presentations cure stress
- Tips from theatre performers and professional athletes
- Assessing the results of The Skilled Presenter™ Confidence Test

Crafting Your Content

- Fleshing out presentations with examples and stories
- Adding concrete details to reinforce ideas
- Making facts and figures memorable
- Keeping quotes succinct and pertinent

Using Humour

- Ensuring that humour relates to your subject
- Including yourself in humour

How to Practise

- Keys to pacing: separating your topics and using transition
- Memory devices anybody can use
- Focusing on timing
- What to do on the day of the presentation

Voice Projection

- Varying your speed, volume and modulation
- Spotting speech errors
- Improving your voice for impact

Eye Contact: The Most Powerful Persuader

- Keeping eye contact comfortably
- Using eye contact to show your listeners that you like them, and to relax yourself
- Using eye contact techniques from theatre and television

Gestures, Stance and Movement

- Using gestures naturally
- Standing squarely, and moving with a purpose
- Stopping yourself from using distracting gestures

Fielding Questions

- Bridging techniques to clarify questions and buy time
- Identifying and preparing for commonly asked questions
- Dealing with interruptions
- Dealing with hostile questions