

Effective Presentations

Course Length: 1 Day

Prerequisites: None.

Course Objectives: After completing this course, students will know how to:

- ◆ Prevent information overload, and manage information by using the INFO process.
- ◆ Manage written, oral, and electronic information, and use memory more effectively.
- ◆ Manage outgoing information, and identify when it's best to use written, oral, or electronic information.
- ◆ Identify characteristics and myths related to time, and manage time-related problems.
- ◆ Get organized, plan and prioritize, and identify the causes of and remedies for procrastination.
- ◆ Handle visitors, handle office interruptions, and delegate effectively.
- ◆ Manage team time, communicate and plan within a team, and use team time effectively.

Course Content

Unit 1: Fundamentals of presentation

Students learn how to identify and use effective presentations. Then they will learn how to use the types of presentations. Then they will learn the aspects involved in planning a presentation. Students will also learn how to establish and determine the objectives for the presentation and then make realistic objectives. Finally, they will learn how to make secondary objectives.

Topic A: Effective presentations

Topic B: Planning a presentation

Unit 2: Audience analysis and supporting material

Students will learn how to analyze the audience and learn the benefits of analyzing. Then they will learn how to determine and select supporting material. Finally, the students will learn the different types of supporting material

Topic A: Audience analysis

Topic B: Supporting materials

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Unit 3: Building presentations

Students will learn how to build a presentation. Then they will learn how to respond to a presentation. Next, they will learn how to develop the introduction by establishing credibility and previewing topics and main points. Then the students will learn how to capture audience attention. Next, they will learn how to organize the body of a presentation and they will learn to understand the importance of organization. Next, the students will learn how to use transitions. Finally, they will learn the different functions of a conclusion.

Topic A: Build presentations

Topic B: Develop an introduction

Topic C: Organize the body of the presentation

Topic D: Effective conclusion

Unit 4: Presentation mechanics

Students will learn about the advantages of visual aids. Then they will learn about the different types of visual aids and how to incorporate them and display them in a presentation. Finally, they will learn how to create visual aids and the guidelines to follow when creating visual aids.

Topic A: Visual aids

Topic B: Understand visual aids

Unit 5: Presentation process

Students will learn how to prepare to speak during a presentation. Next they will learn how to understand and use the presentation process. Then they will learn about speech anxiety and how to reduce the fear of speaking. Next, the students will learn how to stay calm before a presentation, and how to deliver a presentation by using different aspects of voices. Finally, the students will learn how to use the non-verbal communication aids in a presentation.

Topic A: Extemporaneous speaking

Topic B: Preparation for speaking

Topic C: Deliver a presentation

Topic D: Nonverbal communication

Unit 6: Question-and-answer session

Students will learn how to handle questions and how to handle a question-and-answer session along with the responsibilities during a question-and-answer session. Finally, the students will learn the process to answering a question, and how to handle challenging questions.

Topic A: Handle questions effectively

Topic B: Handle challenging questions

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Unit 7: Fundamentals of persuasion

Students will learn how to understand persuasion in a presentation along with the different goals of persuasion. Then they will learn how to organize a persuasive presentation. Finally, the students will learn how to use the different methods of persuasion.

Topic A: Understand persuasion

Topic B: Organize a persuasive presentation

Topic C: Methods of persuasion