

Advanced Presentation Skills

Are you ready to hone your presentation skills?

Gain confidence, composure, and control by taking command of the room. Open with a story that resonates with your audience.

Integrate the five P's of verbal communication with the four P's of nonverbal communication to develop your presentation style.

Close with clout. Handle the Q&A, then close again. Practice it all.

**Two days of classroom instruction and practice;
plus Individualized learning.**

One year of direct support.



YOU ARE INVITED TO LEARN: Take command of the room:

1. Assess your audience.
2. Open with a story.
3. Hone your presenting skills.
4. Close with clout.
4. Handle questions and answers.
5. Practice, practice, practice.

ABOUT Advanced Presentation Skills

Abandon that lectern and take command of the room

A *Advanced Presentation Skills* introduces techniques for delivering more compelling presentations for the experienced presenter. The class discusses advanced techniques for opening and closing presentations, and integrating verbal and nonverbal skills, as well as body movements, to better enable you to develop your own unique presentation style so that you can consistently deliver successful presentations. Your practice presentation is audio recorded to better focus on your verbal skills, and also video recorded to assess your presentation style and skills.

Benefits you will attain. You will gain confidence, composure, and control by taking command of the room, perfecting your presentation style, fusing your words and action seamlessly with your slides, answering questions with aplomb, engaging your audience, and achieving the desired results. You will emerge from this class a more confident, engaging presenter who commands attention and achieves action-oriented results.

CLASSROOM TOPICS

To begin this class, you assess your presentation skills on a scale, listing strengths to build on and opportunities for improvement.

Assess Your Audience

Successful presentations begin with knowing your audience. Identify who they are (all three levels), analyze six aspects of your audience, assess their needs, then reach them on their terms. Your plan is essentially the summary of your presentation: your objective, main points, audience benefits, your call to action, and your closing persuasive techniques, all within the guidelines of a presentation's timing breakdown.

Open Your Presentation

Choose from three elaborate options to create an effective opening that immediately engages your audience. Use practice techniques until you can present it flawlessly.

Hone Your Speaking Skills

Learn, apply, and integrate the five P's of verbal communication—projection, pitch, pronunciation, pace, and pause—with the ability to talk to your audience as individuals, tell stories, inject humor, employ the sounds of silence, and be visual. Give audience-centered presentations by asking the five types of questions and the six types of Socratic questions.

Hone Your Movements

Learn, apply, and integrate the four P's of nonverbal communication with your speaking skills:

- ◆ Posture: body movements, facial expressions, and eye contact

- ◆ Pantomime: hands and gesturing (including six ways to gesture with authority)
- ◆ Position: use of space and room movements
- ◆ Passion: an emotional connection

Seamlessly fuse your speaking skills and body movements with your slides to coalesce your presentation into one that engages your audience and captures their attention. Listen to your audience's body language to instantly assess their level of involvement.

Close Your Presentation

Create a strong closing by using repetition that ties to your opening. Restate your objective; summarize your main points, state a clear call to action, clarifying exactly what you want your audience to do, and make a closing statement. Prepare a secondary closing to give after the Q&A session concludes.

Handle Questions and Answers

Intelligently and adroitly respond to questions, both planned and unanticipated. Create guidelines, listen carefully, restate, address the questioner and the entire audience, handle tangential and troublesome questions, and maintain control of the Q&A session. Deal effectively with a hesitant audience and that incessant questioner.

Practice Delivering Your Presentation

Apply ten practice techniques, assimilating four practicing tips, to perfect your delivery and effectiveness. Your practice sessions are audio recorded and video recorded to enable you to attain maximum effectiveness.

SOLARI'S LEAD INSTRUCTOR

Rich Maggiani



Certified Teacher

Rich is certified to teach professional adults down to high school students. He teaches communication classes to business professionals across the country, as well as to both undergraduate and graduate students. Rich understands that classroom skills must transfer to the job to be most effective, and employs techniques to ensure that training transfers. He holds a Masters degree in Administration, and a Bachelor's in Education. In 2008, Rich earned the rank of Fellow from the Society for Technical Communication. Learners benefit from his academic and professional background.

Instructional Designer and Trainer

For over twenty years, Rich has been designing instruction and teaching for universities, nonprofits, governments, and corporations small and large. Instructional materials include instructor guides, student guides, reference manuals, job aids, tutorials and online help, curricula, and classroom content (concepts, skills, exercises, practice activities and scenarios, and discussion questions). He regularly presents at professional conferences on a variety of communication topics. Rich also writes a series of position papers on communication topics, and authors a column for the professional communication periodical, *Intercom*.

Communication Professional

Rich founded Solari Communication to offer clients a spectrum of communication services that enable companies to prosper. As a business owner, Rich fully appreciates that simple, clear communication is crucial to success. Rich ensures that skills he imparts in the classroom not only benefit students, but more importantly, enable your company to attain its goals.