

Introductory Presentation Skills

Make an impact with your next presentation by applying fundamental techniques and strategies.

From open to close, reach your objective by engaging your audience.

Develop and strengthen your verbal and nonverbal skills to speak and present with composure.

End the class by measuring your progress.

**Two days of classroom instruction and practice;
plus Individualized learning.
One year of direct support.**



YOU ARE INVITED TO LEARN:

Fundamental techniques and strategies:

1. Plan your presentation.
2. Open and close with impact.
3. Develop your speaking and presentation skills.
4. Practice presenting perfectly.

ABOUT Introductory Presentation Skills

Fundamental techniques and strategies to present with composure

This class presents the foundational skills and techniques for making presentations. The class provides a systematized method for planning, organizing, creating, preparing, practicing, and giving audience-centered presentations that achieve action-oriented results. Your practice presentations are recorded to assess your verbal skills, and also recorded on video to assess your presentation style and skill.

Benefits you will attain. You will learn to present with composure and make an impact, in a structured, orderly manner so that audiences respond as you planned. You will learn to accurately assess your audience, clarify your objective, open effectively, deliver an organized and convincing presentation employing both verbal and nonverbal skills, and close with a compelling call-to-action. Business professionals who are a bit unsure about your presentation skills and who present before groups to inform, persuade, market, or sell ideas and information can benefit from this class.

CLASSROOM TOPICS

Introductory Presentation Skills enables you to establish a performance benchmark, and then work toward enhancing your skill level to meet your needs.

Evaluate Your Expertise

Begin by enumerating your current knowledge of presentation skills, and then by assessing your skills, listing strengths you can leverage and opportunities for improvement.

Plan Your Presentation

Before creating the actual content of your presentation, you must define your objective and identify your audience. Identify the benefits to your audience and what action you want them to take, from both your perspective and from theirs. To do this, you must understand the specific needs of your audience (who they are, what they know) and their expectations.

Open and Close with Impact

Immediately engage your audience by opening your presentation with any one of seven effective opening techniques: introduction, provocative question, contemplative quote, startling statement or remarkable fact, surprising statistic, bold promise, or trend report.

Close by completing the circle started with your opening, by highlighting your main points, and by stating clearly your call to action.

Develop Your Verbal Skills

Focus on a number of critical verbal communication skills. Speak dynamically by using an appropriate tone of voice, employing a variety

of inflections, projecting a balanced volume, pacing your speech, enunciating properly, and pausing for emphasis and transitions. Speak with control as in a one-to-one conversation.

Augment your verbal skills by listening to what is said and how, and to body language by employing the two keys to effective listening.

Strengthen Your Speaking Skills

Control nervous behavior with four techniques to channel nervousness and five items for handling nervousness. Move smoothly through the three basic presentation stages to best engage your audience. Learn to employ ten enterprising techniques rather than their energizing counterparts.

Develop Captivating Presentation Skills

Many factors comprise presentation skills that captivate your audience, all of which must be seamlessly interwoven. Embody the seasoned presenter by keeping good posture, controlling your body, maintaining a commanding posture, moving your body smoothly about the room, employing facial expressions and eye contact, and using hand positioning and natural gestures. In other words, being composed.

Practice Presenting Perfectly

Learn to present by presenting. Learn five practicing tips and ten practicing techniques. Through audio recording, practice your entire presentation to focus on content, wording, and phrasing, and listen for accuracy and content. Through video recording, practice your entire repertoire of presentation skills.

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.