

Powerful Presentation Skills

Briefing

Whether it's to the team or the tax board, a well-done presentation makes all the difference in the world. Successful presentations make salespeople money, managers promotable, and resources available. This program is for anyone who wants to take charge of their career and success.

Poor delivery costs more than time:

- Credibility
- Support
- Resources
- Career opportunities
- Money

You can learn how to put on a presentation that gets you the results you want: This program will show you how.

You'll learn ways to...

- Anticipate the needs of your audience ahead of time
- Make immediate connections to your audience
- Create a compelling case for the actions you need

If you're like most, you want to be the best. Your presentation skills are linked to every aspect of your life and career. You can guarantee yourself success in your presentation, your delivery and your use of visual aids. This program will give you the tools you need to present perfectly.

You and your people will learn powerful new ways to....

1. Identify the message you want to present.

Determine the key points that your audience needs to hear.

2. Prepare your presentation with ease.

Identify the critical transitions that link your ideas together so it's easy to follow.

3. Build in flexibility to deal with time issues.

Discover tools for adjusting the presentation to meet time constraints at anytime.

4. Prepare yourself for the presentation.

Mentally and physically you need to be ready. Learn to focus all your energy on positive actions.

5. Master your movements and use of presentation tools.

On stage your movements positively or negatively affect the audience – make them positive.



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Powerful Presentation Skills

Outline

Prepare Yourself for Success

- Should you speak?
- Three critical parties in every presentation
- Principles of powerful presentations
- Assess your strengths and weaknesses
- Key in on your message
- Identify your style
- Analyze your audience

Build Your Presentation

- Know your subject
- Developing a design flow that works for you
- Outlining your presentation: Main points and supporting points
- Openers, transitions, and closing
- Cut, cut, cut: Less is better

Manage Yourself as the Presenter

- Cut, cut, cut: Less is better
- Practicing: Timing, transitions, time to go
- Body work: Position, movement, and silence
- Gathering outside feedback

Managing Logistics and Visual Aids

- Relying on others: Audio, visuals, introductions
- Selecting the right presentation tools
- Developing visual aids
- Five keys for influential visual aids
- Using visual aids with impact
- Multimedia made simple
- Presentation checklist: Making sure everything is ready to go

Key in on the Audience

- Setting expectations
- Keeping the audience on your side
- Handling questions, interruptions, and difficulties
- Dealing with reality

Enhancing your Delivery

- Improving your vocal, verbal, visual image
- Becoming a star
- Adding multiple dimensions to your presentation for impact



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