

# Employee Growth- A Two Day Course

## Presentation for Maximum Impact

### *Presentation Skills for Maximum Impact*

#### **WHO SHOULD ATTEND?**

External and internal sales staff at all levels and top talent in the organization that wants to improve their presentation and public speaking competency for maximum impact so that they can get the very best results from their leadership, teams and colleagues in pursuit of the organization's goals.

#### **COURSE DESCRIPTION**

Effective communication, presentation and public speaking capability is essential for a successful educational, social and professional life. Mastery of the presentation and public speaking is vital for effective leader and leadership and driving personal growth.

*Presentation for Maximum Impact* is a very practical, proven and fun approach to presentation and public speaking that covers all aspects of the presentation process. The program includes an activity called "The Presenter" that allow delegates to practice the key concepts, competencies and skills learned in the traditional knowledge development sessions in a way that provides actionable insights into how new knowledge and skills learned will be used on the job. The program takes a holistic view of presentation and public speaking and introduces the delegate to the knowledge, skills and attitude required to properly approach and confidently deliver their topic to any audience.

The program is well researched, knowledge-based and designed with the individual learner at the centre of the learning process which means that the course is extremely interactive and practical.

#### **COURSE OBJECTIVES**

By the end of this course delegates will be able to:

- ✓ Create the right mindset for great presentation
- ✓ Determine presentation and key presentation skills
- ✓ Determine a presentation framework that encourages effective presentation practice
- ✓ Determine a selection of techniques that ensures a controlled delivery that fully engages your audience
- ✓ Practice new presentation skills and techniques learned through tailored activities
- ✓ Produce drive to self-develop individual presentation competency
- ✓ Produce positive impact on the overall performance of each delegate and the organization

#### **COURSE CONTENT**

##### **DAY 1 • PRESENTATION FUNDAMENTALS**

###### **Understanding Presentation**

- What is Presentation?
- The Benefits of Effective Presentation

###### **Presentation Competency**

- Characteristics of a World Class Presenter
- Public Speakers Made or Born
- **Activity: "Self- Assessment"**

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Complete a self-assessment questionnaire. Result establishes the individual's major strengths and weaknesses in presentation and public speaking that will be used later on in the course as a basis to set a personal improvement goal.

- Overcoming Your Limitations

### **Presentation Strategy**

- Your Presentation Strategy
- Presentation Framework (Preparation; Structure; Practice; Delivery; Review)

### **Preparation for Great Presentations**

- Your Preparation Cycle
- The 3P's of Presentation (Problems, Possibilities and Proposal)

### **The Structure of a Good Presentation**

- The Opening
- The Middle
- The End

### **Visual Aids**

- Golden Rules, Advantages and Disadvantages

### **Getting the Environment Right**

- The Venue
  - Environment; Layout
- Professional Insights for Best Presentation and Public Speaking

- **Activity- "Elevator Speech"**

Each delegate presents their opening speech (case study to be given on the day); **each session will be filmed for their record** and class and trainer feedback will follow to consolidate learning.

### **Understanding Delivery**

- What is Delivery?
- Voice

### **The Importance of Presence**

- Your Presence
- Body Language
- Your Behaviour (Guide and Rulebook)

### **Overcoming Fear and Tension**

- Overcoming Fear and Reducing Tension

### **Professional Insights for Best Presentation**

- **Activity- "Close with a Bang!"**

Each delegate presents their closing speech (case study to be given on the day); **each session will be filmed for their record** and class and trainer feedback will follow to consolidate learning.

## **DAY 2 • PRESENTATION CONTROL AND PRACTICE**

### **Presentation Control**

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- Voice Check and Rules
- Achieving The Correct Pace
- How to Manage the Challenging Audience
- Handling Questions
- Dealing With the Uninterested
- The Use of Humor
  - Why is Humor Important
  - The Best Kind of Humor

### Review for Continuous Improvement

- **“The Presenter”**  
Each delegate is given 10 minutes to deliver and take questions on their presentation entitled “What Motivates Me” prepared as pre-work to the program; **these sessions will be filmed for their record**. During each presentation the class (the audience) completes a Presentation Observation Sheet that records their observations and comments on each delivery based on the Presentation Framework given earlier in the program. The class then shares this feedback with The Presenter. All Observation Sheets will be collected and given to each presenter along with a copy of the video for their review and self-development.

#### Objectives

- ✓ Recognize effective presentation structure and techniques
- ✓ Practice key presentation competencies especially:
  - Structure
  - Presence
  - Pace
  - Handling Questions
  - Managing a Challenging Audience
- ✓ Produce key insights and learning

### Key Learning Review

- Group discussion and professional feedback to consolidate key learning. Delegates will leave the day with a list of development activities to improve their presentation and public speaking competency back at work.

### PRE- PROGRAM WORK

The delegates attending this course will be asked to prepare thought and materials for a 10 minute PowerPoint presentation entitled “What Motivates Me”. This will be delivered to the class during “The Presenter” activity scheduled in Day 2.

### IN ADVANCE

Each delegate will be asked to complete a pre-course questionnaire to determine their individual learning objectives. These will be used by the trainer to give on track training that is focused on the individual learner attending.

The most appropriate training format, content and approach for this course will be discussed with you prior to the start of your course.

### ON-TRACK FOR GROWTH

The individual leaves this program with a personal action plan to encourage immediate transfer of training to the job.

### EVALUATION TO ENSURE CONSISTENT QUALITY

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All our courses are evaluated at Kirkpatrick's Reaction and Learning levels as part of our quality control process as follows:

### **Level 1- Reaction- Training Course Evaluation Form**

This training course evaluation form is used to maintain and improve the standards of our training courses.

### **Level 2- Learning- Pre and Post Training Test**

The test is confidential and used to evaluate our training, **not the delegate**. The results help us answer the question "Did people learn what we wanted them to learn from the training?" This test is run at the beginning and at the end of this training course.

**The Whole Thing** can help properly position and align all learning and development with business priorities to ensure that effective evaluation is possible. We encourage all our clients to agree measures prior to any intervention so that return on investment (ROI) and process gets attention.

Please contact **The Whole Thing** to explore the many ways that we can help you.

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