COURSE SYLLABUS

Presentation Skills Training

In this 3-hour workshop, look at different types of presentations, define presentation outcomes and learn how to use visuals effectively. Talk about body language and gestures, audience interaction, and presentation anxiety. Learn how to organize and deliver engaging presentations with confidence.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/presentation-skills-training



nyc@careercenters.com • (212) 684-5151

Course Outline

Module 1 – What makes a good presentation?

I. Examples of different types of presentations

- Status report, product demonstration, sales pitch, team presentations
- Also in interviews, meetings, networking events, speaking with clients

II. Define your goal

- Business audience--inform, persuade, or sell
- What are your goals/desired outcomes?

III. Know your audience

- What do they already know?
- How to prepare for audience Q and A
- Adjusting your tone

Module 2 – Presenting your message

IV. Your core message

Preparing your core message and supporting points

V. Organizing a presentation, choosing a method of communication

Write an outline

VI. Plan visuals

- Less text, more visuals
- How to use effective visuals—show examples, why do/don't they work?
- Visual representation of data—how to and why is it important?

Module 3 – Presenting yourself

VII. Practice presentation

- Practice speaking
- Prepare effectively
- Receive feedback

VIII. Making it interactive and engaging

- Importance of activating schemata
- Concept check questions
- Active listening tasks

IX. Non-verbal communication

Body language, eye contact