

# Present Perfect



# **PresentPerfect**

## **Effective Presentation Skills**

### **Training**

*PresentPerfect gives you the necessary skills for more effective presentations and confident public speaking.*

*PresentPerfect is a fully interactive single day presentation skills session in which we learn and practise confident public speaking.*

## **PresentPerfect**

### **Effective Presentation Skills**

#### **1 Objectives**

#### **2 Introduction**

#### **3 Outline**

#### **4 The very first steps**

*4.1 Our mission statement*

*4.2 Our workable objectives*

#### **5 Knowing our audience**

*5.1 Audience expectations*

*5.1.1 Refer to former participants*

*5.1.2 Participant sources*

*5.1.3 Organiser sources*

*5.1.4 Speaker sources*

*5.1.5 Previous speaker sources*

*5.2 Audience selection*

*5.3 Audience knowledge*

*5.4 Audience drivers*

*5.5 Audience needs*

#### **6 Overcoming our anxiety**

*6.1 Planning – how to rehearse*

*6.2 Controlling our breathing*

*6.3 Mental preparation*

#### **7 Engaging our audience**

*7.1 Appearing knowledgeable*

*7.2 Developing a theme for the presentation*

*7.3 Building the right content*

*7.4 Organising our talk*

*7.4.1 Stepping Stones*

*7.4.2 Tell them*

*7.4.3 Acrostics*

*7.4.4 Stories*

*7.4.5 The problem, cause and solution*

*7.4.6 Analogies*

*7.4.7 Logical structure*

*7.5 Writing a speech*

## **8 Getting our message across**

### *8.1 Organising our presentation*

- 8.1.1 Mind maps
- 8.1.2 Prompt cards
- 8.1.3 Slides or overheads
- 8.1.4 Outlines
- 8.1.5 Large words

### *8.2 Editing our material*

## **9 Using verbal and visual stimuli**

### *9.1 Using the voice*

### *9.2 Dressing the part*

## **10 Motivating our audience**

### *10.1 A call for action*

### *10.2 Achieving more with our audience*

- 10.2.1 Listening
- 10.2.2 Understanding
- 10.2.3 Accepting and Believing
- 10.2.4 Retaining
- 10.2.5 Participating

### *10.3 Taking action*

## **11 Timing**

## **12 Questioning and answering**

## **13 Handling feedback and measuring success**