

The Art of Effective Presentations

Prehľad

In this course, students will learn strategies to master your speaking skills, confidently standing before a group and delivering their message.

Vzdelávacie ciele

After completing this course, students will be able to:

- Explore what makes a successful presentation
- Recognize the factors that go into building and delivery of presentations
- Outline, develop and build a high quality presentation
- Successfully deliver and close an effective presentation

What is a Successful Presentation?

Defining the Effective Presentation
 Generating Passion and Enthusiasm
 Techniques for Delivering Value

Defining the Effective Presentation

Building the Outline and Backbone
 Determining Presentation Type
 Capturing Audience Attention
 Tailoring the Presentation to Your Audience

Organizing Your Program

Choosing the Presentation Length
 Setting a Time Frame
 Creating the Topic Outline
 Making the Key Points
 Categorizing and Breaking Down Information

Fact-Finding

Identifying sources of Information
 Gathering Facts and Data
 Using the Internet as a Resource
 Citing Key Points with Citations

Building Your Presentation

Writing Your Presentation
 Reviewing Editing and Rewriting Slides
 Structuring to Keep Attention
 Observing Visual Guidelines

[Online registrácia](#)

Termíny

Trvanie kurzu (v dňoch): 3 Days

G2R = "Garantovaný termín" OLL = "Online LIVE" ILT = "Kurz vedený inštruktorom"					
04/13/20	3:00PM - 11:00PM	Bratislava, Slovakia	OLL	€ 0.00	
05/04/20	3:00PM - 11:00PM	Bratislava, Slovakia	OLL	€ 0.00	
07/06/20	3:00PM - 11:00PM	Bratislava, Slovakia	OLL	€ 0.00	
09/02/20	3:00PM - 11:00PM	Bratislava, Slovakia	OLL	€ 0.00	
11/02/20	3:00PM - 11:00PM	Bratislava, Slovakia	OLL	€ 0.00	

Delivering Your Presentation

Making the Audience Your Focus
Engaging the Audience
Building In Breaks
Winding Down the Presentation

Interacting with Your Audience

Opening and Capturing Attention
Encouraging Questions and Discussion
Reading the Audience and Keeping Their Engagement High
