

OVERVIEW

Presentation Skills



Very simply, everyone needs to know how to work in teams, communicate effectively with peers, subordinates and superiors, and present their concepts with poise and clarity.

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COURSE OVERVIEW

Communicating concepts clearly in both a formal and informal setting is a key business skill.

This skill is not traditionally taught. Rather employers and business peers alike, expect individuals to develop this skill on their own. Consequently, few fully develop the ability to present effectively.

This workshop is designed to be an supportive environment for individuals to develop and hone their ability to effectively present their thoughts, ideas and solutions. This is a skills-based workshop, requiring a minimum of two days with a maximum of eight participants per workshop session.

In this workshop, the participants will learn the following:

- The need for preparation and practice
- Strategies for increasing confidence
- Understanding the communication process
- Using the voice effectively
- Modifying language to suit the audience and the setting
- Building credibility with an audience

Developing your content:

- What is the objective?
- Who is the audience?
- What information needs to be imparted?
- Organizing to inform

- Adding visuals to support a presentation
- Defining a good visual?
- Capturing the essence of a message
- Preparing a room for successful message delivery
- Handling questions effectively
- Organizing to persuade or sell

This workshop includes two unique opportunities for videotaped presentations, informational and persuasive, including visuals and participant interaction and critique.

This workshop is often delivered in conjunction with Results Performance Management's Communication Skills program, for a holistic approach to key message delivery and effective interpersonal business relations.



PROGRAM SPECIFICS

- Length:** 2 Days *
** this is a minimum duration; longer programs are available and dependent upon training needs analysis' results*
- Prerequisite:** A basic understanding and verbal ability in English *
** this program is suitable for ESL participants*
- Session Size:** Each workshop is limited to 8 students; 1 session auditor is permitted

WHO SHOULD ATTEND?

- Senior and Middle Managers
- Investment Advisors and Venture Capital professionals
- Communication professionals
- Sales and Marketing professionals
- Educational professionals
- Technical, Technology or other specialists in their field
- Public speakers and Lobbyists

This program is key for any individual required to present to individuals or groups, even internal to an organization.



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