

## Course Agenda

### *DAY ONE - Morning*

#### 8:00 Introduction

- The importance of presentations
- Challenges we face
- Characteristics of the outstanding presenter

#### 8:30 *Presentation 1 – Introduction*

Participants introduce themselves, the topic they'll be presenting throughout the course (each participant brings a 15 minute presentation for use in the course), and what they believe to be their presentation strengths and weaknesses. This first presentation is intended to “break the ice,” providing each participant an initial opportunity to speak in front of the group while allowing the audience to observe each participant and understand his or her subject material.

#### 9:30 Characteristics of outstanding presenters

- What I Say: main message, content, flow, openings and closings
- How I Say It: volume, pace, tone and enunciation
- How I Look While I'm Saying It: posture, eye contact, expressions and movement
- Nervousness – using it to your advantage
- Individual Style – be yourself

#### 10:40 *Presentation 2 – Opening*

Participants deliver the openings of their presentations. The purpose is to get participants to begin a presentation in a concise, engaging, thought provoking manner, that captures the audience's attention and lays out a path for the presentation.



## Course Agenda

### *DAY ONE - Afternoon*

#### 12:45 *Presentation 3 – Engage the Audience*

Participants deliver one slide from their presentation in which they must actively engage the audience – through the use of questions, flip charts, discussion, etc.. The purpose of this exercise is to give participants practice shifting a presentation from a one-way lecture to an interactive discussion. This is critical in maintaining audience interest, gaining audience commitment, and easing presenter's nerves.

#### 2:00 *Presentation 4 – Eye Contact*

Participants deliver one slide from their presentation and must obtain five full seconds of eye contact with each audience member. The audience begins the presentation with their hands raised. They lower their hands only after the targeted eye contact has been achieved. This exercise demonstrates the challenge of sustained – not just fleeting – eye contact and illustrates the natural tendency to focus on certain audience members.

#### 3:15 *Presentation 5 – Pauses*

Participants deliver one slide from their presentation emphasizing silence in their transitions between statements, with the use of at least one pronounced pause for dramatic effect (e.g., leading up to an important question or finding). The goal of this exercise is to make participants comfortable with silence and a slower pace. This is a vital presentation skill in focusing audience attention, managing pace and eliminating presenter's nerves.

#### 4:30 Day one review and wrap up



## Course Agenda

### *DAY TWO*

8:15 Review of day one

8:30 *Presentation 6: Formal Business Presentation*

Participants deliver their full 15 minute presentation. This exercise is designed to pull together the key learnings of day one – engaging the audience, managing pace, working within your style – to improve overall presentation effectiveness. Presenters must clearly establish their main message – a recommendation, a finding, etc., - and close in a compelling manner that spells out what’s needed from the audience.

Prior to this presentation, each presenter will share with the audience a particular development area they intend to improve upon. The audience will determine an appropriate, non-distracting signal to indicate the presenter’s success with respect to the targeted development area. Presentations are held to a firm 15 minute time limit, emphasizing the challenges of keeping to a schedule.

12:00 Lunch

1:00 *Presentation 7: Questions and Answers*

Participants provide a sixty second or less summary of their earlier business presentation, without the use of slides, and then invite questions from the audience. The goal is to test the participant’s ability to summarize their message and adhere to the principles of exceptional presentation skills in this unstructured, impromptu setting. The Q& A session is held to ten minutes or less.

4:00 Review and wrap up

