

MentorTraining

Corporate Computer and Soft Skills Training
Serving the Bay Area since 1987

Mentor Preparing Effective Presentations

Learn the ins and outs of preparing effective presentations including planning, analysis, building, delivering and debriefing. 6 hours.

Six Steps to Effective Presentations

Evaluate Yourself

What type of speaker are you?
Assess your current presentation skills

CREATING CONTENT

Planning your Presentation

Purpose of PowerPoint
Purpose for Presentation
Types of presentations
The 4 P's

Analyze your Audience
Audience Learning Styles
Presentation Analysis

Preparing a Presentation

Brainstorm Ideas
Use PowerPoint Outline View

Organizing your Ideas

Organize your thoughts
Presentation outline
Slide sorter view
Speaker notes

EFFECTIVE DESIGN

Visual Aids

Multimedia Approach
Visual Clarity
Types of Charts and Graphs
Inserting an Excel File
Slides and Other Visual
Handouts

Visual Clarity

DELIVERY

Verbal versus Non-Verbal
Before, During and After
Presentation Delivery

Vocal Variety

Vocal Energy
Speak with Confidence
Add Sparkle
Effective Transitions

Body Language

Posture
Eye contact
Purposeful hand gestures

Dealing with Anxiety

Before, During and After
Tips on reducing anxiety

Presentation Refinements

Personal appearance
Other ideas

Q & A Sessions

Anticipate Questions
Have answers written and rehearsed
Difficult Questions
Q & A techniques

Putting it All Together

Giving your first presentation
Sandwich Method Evaluation

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Principals of Effective Design
Slide Design
Design ideas

Giving Second presentation

Post Presentation

Debrief
Improvement plan
Practice