



*People in Progress,  
Making a Difference*

## Presenting with Ease

*Whether you are involved in large formal presentations, or presenting to a small group of people, you will walk away from this session highly motivated and confident that you have the tools to deliver concise, spirited presentations. In this workshop you will learn how to prepare structurally sound presentations that you can deliver with confidence. Participants will prepare and deliver presentations and will be given developmental feedback throughout the workshop. Presentations are videotaped for self-assessment and review after the session.*

### Content Overview

- Preparing Yourself
  - ▶ Transforming nervous energy
  - ▶ Leveraging a positive attitude
- Preparing For Your Audience
  - ▶ Analyzing the audience
  - ▶ Establishing “audience-centered” objectives
  - ▶ Demonstrating credibility and confidence
- Preparing Your Presentation
  - ▶ Creating a compelling opening
  - ▶ Structuring the main points for maximum impact
  - ▶ Inspiring the audience to action
- Preparing Your Delivery
  - ▶ Maintaining audience interest
  - ▶ Handling questions, and disruptions
  - ▶ Utilizing presentation technologies to support the message

### Outcomes

*Participants will learn how to:*

- Use presentation structure for maximum impact
- Remove obstacles or barriers to presenting
- Control nervousness and develop confidence
- Establish credibility with any audience
- Develop an “audience-centered” presentation style
- Apply innovative presentation methods
- Appropriately handle questions and disruptions

### Program Details

Session Length: 2 days

Number Of Participants: 6 - 7