

## MASTERING PRESENTATIONS SKILLS TO DELIVER CONFIDENT, COMPELLING COMMUNICATIONS

Successful presenters inspire confidence, deliver ideas clearly and memorably, engage listeners, and handle questions seamlessly. Unfortunately, surveys indicate that only 1-10% of presenters demonstrate these characteristics.

Time, energy, money, and productivity are lost every day because presentation attendees are struggling to get the relevant, useful information they need.

The “Mastering Presentations” program is designed for business executives, managers, or meeting leaders who want to differentiate themselves and achieve more consistent results in their formal and informal presentations.

### DEVELOP KEY SKILLS:

#### • EFFECTIVE BEHAVIORS

Project confidence, build credibility, address nervousness, and manage distractions through skillful use of eye contact, posture, gestures, movement, vocal variety, pausing and rhythm, etc.

#### • COMPELLING AND MEMORABLE

##### CONTENT

Organize clear, succinct, listener focused messages, designed for impact and persuasiveness. Use memory hooks for listener retention of key information.

#### • LISTENER ADAPTABILITY

Incorporate diverse listener input. Adjust content and approach to match various technical levels and demographics.

#### • POWERPOINT AND VISUAL

##### SUPPORT STRATEGY

Design and use effective visuals. Relate skillfully to physical elements such as laptops, notes, handouts, and whiteboards.

#### • INTERACTION & CONFLICT MANAGEMENT

Listen effectively. Facilitate stakeholder buy-in. Maintain attention and engagement. Handle difficult questions. Keep conversations positive and forward-moving.

#### • DELIVERY IN VARIED FORMATS

Apply best practices for seated, informal presentations, demos, technical training, teleconference, web meetings.

### CREATE LASTING BEHAVIOR CHANGE:

- 2-Day format to establish momentum for lasting change
- Can include 2 private coaching sessions with a second IE trainer for up to 40 minutes of personalized consultation, written feedback and development plans
- 8 videotaped exercises per participant
- Immediate private viewing of each videotaped practice
- 14 interactive learning modules
- Practice developing and delivering a complete 5-7 minute presentation including 3-5 PowerPoint slides
- Practice in various modes including seated, informal, 1:1
- Facilitated group feedback
- Coaching sheets, job aids, course book
- Personal video files with up to 30 minutes of practice & coaching comments
- 12 participant limit to maximize individual attention and coaching
- Optional 1-Day “Presentation Skills Essentials” format available

“Absolutely phenomenal! Compared to five other workshops, this was the best. I was impressed with their attention to detail including developing a way for everyone to carry this experience home. They were caring, sincere, and confidence inspiring.”

Software Engineer  
Esalen Institute