

Presentation skills

Aim

Principles and practice of presentations

What's it all about?

This is a 1.5 - 2 day intensive programme which focuses on content and delivery. This workshop is aimed at people who have some experience but know that they need tools and feedforward to improve their performance.

Why iOpener?

This is a very popular frontline leadership workshop. We consistently get excellent feedback for it and everybody sees a consequent quantum leap in their performance which immediately boosts confidence. Our focus is on presenting in a multi-national context to mixed groups who may include important stakeholders.

How?

Each participant presents twice: this consists of a prepared presentation and an improvised one. We use video recording and give group as well as private feedback to each participant.

Participants?

Six participants is the maximum number to make this an effective workshop. Small groups enable real learning to take place. Each participant should bring a typical 10 minute presentation they might have to give.

Outcomes:

Participants will:

- Understand how to make clear, powerful presentations that persuade and win support for ideas and products
- Know how to enhance their professional and corporate image
- Be able to demonstrate 'on-your-feet' thinking
- Learn practical tools to motivate, persuade and check buy-in

Participants cover:

- Structuring your presentation: FACE IT
- Using language for influence and buy-in
- Opening and closing your presentation with maximum effect
- Using your voice and body language
- Handling difficult questions and situations: interruptions, hijacks, open laptop or phones
- Keeping the audience's attention high
- Motivating an audience and delivering a powerful message; rhetorical techniques
- Breaking the bad news: how to do it
- Evaluating famous speakers and some CEOs; video clips

Target group

Leaders who need to influence key players both inside and outside their organisations.

Duration

1-2 days