

TRAINING AGENDA – 2 DAYS TRAINING

HOW TO CONDUCT EFFECTIVE PRESENTATIONS

DAY 1 (max. 12 participants)

1. Topics covered during the training:

- Planning a presentation
- Content structure and delivery
- Media-supported visualization

2. The theory:

- Audience centered presentations
- A-B-C priorities – clarifying goals and contents
- “Different from everyone else”
- Effective introduction, body, convincing close
- Preparation of ppts and use of other media

3. The practicalities

- Developing and delivering individual impromptu presentations
- Goal-oriented structuring of presentations
- Tips & tricks and do’s & don’ts

TRAINING AGENDA

HOW TO CONDUCT EFFECTIVE PRESENTATIONS

DAY 2 (max. 6 participants)

4. Topics covered during the training:

- Presenting yourself and audience impact
- Practical presentations with video-feedback
- Best practice strategies for effective presentations

5. The theory:

- Conditions for good presentations
- Elevator Pitch
- Variety of exercises for elocution and presentations
- Structured video-feedback

6. The practicalities

- Strengths analysis and individual areas of improvement
- Practice of individual presentations & lessons learned
- Tips & tricks and do's & don'ts

This structured seminar takes participants through the course of a presentation, focusing on all key skills, from identifying the target group to structure and delivery, in order to ensure effective preparation followed by performance and confidence in dealing with the audience.

Information and exercises on planning, use of language and choice of media and material help to ensure the presentation is clear and effective.

An extremely practical approach, with direct feedback from the group, helps participants to overcome stage fright and a lack of confidence and to optimize their presentation techniques.