Virtual Presentation Skills

Overall Objective

Develop the skills needed to make clear and effective presentations to audiences of any size. An additional aim of the class is to have participants define how they would like to be perceived and to make sure they are coming across that way. Content organization, performance skills, using visuals to support the message and handling questions and objections are covered in a non-threatening atmosphere. It is our objective to give the participants the skills they need to overcome the fear and reluctance that handicaps many presenters.

Pre-Work

Each participant completes a survey of their strengths, weaknesses expectations as well as the types of presentation situations they face the most. Each participant's manager has the option of providing feedback on the particpant's presentation abilities, as well as recommending a topic for Day Two presentations.

Seminar Content

A discussion of good communication skills and presentation skills introduces the participants to the material. The first lecture/discussion examines good physical delivery skills. A number of presentation Do's and Don'ts are discussed and demontrated.

Participants are given "score cards" on which they evaluate their own skill development in their four Day One presentations. They also determine and write down the "style" they want to present to others. This way, they work towards a presentation skill goal they have set for themselves.

Training results in immediate improvement!

The Virtual Presentation Skills Workshop works becuase it was designed around the principles of adult learning. Participants learn best because they are autonomous and self-directed, the facilitator guides them to their own knowledge, and the training is practical, relevant and targeted to each person's specific needs.

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Pre-Program

- Each participant submits a past or (preferably) current presentation deck and fills out a pre-program survey.

Day 1

- **Challenges of Virtual Delivery** (from technology to equipment to audience attention spans)

- **Delivery Skills** (includes two recorded exercises)

- **Structuring Presentations** for persuasive (POPS) or informative (TELL 'EM) applications

- **Effective Use of Visual Aids**, given virtual delivery

Day 2 (participants attend small group sessions of 3 people)

- **Presentation 1** using participant's own materials (recorded)

- **Feedback** from group and instructors

- **Handling Questions and Answers**

- **Presentation 2 with Q&A** using participant's own materials (recorded)

Post-Program Coaching

- Each participant can schedule (given their need) a one-hour follow-up session with the instructors for additional coaching. That coaching can be organized around organizing content, development of visual support, delivery practice, or some combination of them all.