

OrganizeU



www.OrganizeU.ca

ORGPC-100

Organize and Give Powerful Presentations – Comprehensive 1-day

Overview

Do you give presentations? We present ourselves in a myriad of everyday situations as well as getting the message across in the boardroom, at a conference, during a briefing or a training session. Are you afraid? Planning, preparation and practice is half the battle to overcoming anxiety. What makes a presentation successful? The ability to motivate your audience and create impact through verbal and non-verbal communication.

This course will enable participants to increase their skills and confidence by learning essential skills for presenters.

You Will Learn How To...

- √ Plan, design and structure a presentation
- √ Identify and transmit the key messages within the presentation
- √ Practise communication skills to increase impact, create understanding and sustain audience interest
- √ Deliver a presentation confidently and effectively
- √ Invite audience participation and deal with objections or questions confidently

You Should Attend If You...

- √ Work with other organizations or departments to sell products, ideas or services that require presentations
- √ Want to overcome nervousness/fear of speaking publicly in any capacity
- √ Are new to public speaking and presentations
- √ Have been giving presentations for some time but would like to update and polish your skills
- √ Need to deliver information in a clear, concise way and at the same time hold the audience's interest

Prerequisite

- √ Fear of presenting
- √ Wish to communicate more effectively

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A division of



Organizational Effectiveness
and Productivity Consultants

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Program Content

- √ Audience
 - Needs & predispositions
 - Analysis
 - Delivery
- √ Notes & scripts
- √ Timing & pacing
- √ Preparation
- √ Essentials
- √ Content & formatting
- √ Repetition & quotes
- √ Handling nervousness
- √ Tips & tricks of the pros
- √ Voice control
- √ Practice questions & humour
 - Types of questions
 - Appropriate responses
 - Humour guidelines.

Complementary Courses

ORGPM300 – Organizing and Giving Powerful Presentations – Media

Boosts the effectiveness of your presentations with impact, style, and flair using the latest media

ORGPP300 – Organizing and Giving Powerful Presentations – Practical

Receive constructive, personalized analysis to improve and upgrade your presentation skills.

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