

MAKING COMPELLING PRESENTATIONS

Rationale

Making speeches and oral presentations is an important interpersonal communication skill. Indeed, research shows that the use of oral presentations is a competency that is strongly related to managerial effectiveness. Many situations in the workplace call for the manager to deliver a presentation before a group of people.

Objectives

- At the end of the workshop, participants should be able to:
1. Explain the ten major steps in preparing and delivering a presentation.
 2. List at least eight characteristics of compelling presentations.
 3. List at least five guidelines on handling presentation anxiety effectively.
 4. State the three general purposes of presentations.
 5. Explain at least four means of gaining the audience's attention.
 6. Describe the five patterns for organizing the main points of a presentation.
 7. State at least six guidelines on using audiovisual aids effectively.
 8. Describe the four types of presentation delivery.
 9. State at least six tips each on effective verbal and nonverbal communication.
 10. State at least six guidelines on handling questions effectively.

Content

1. Understanding compelling presentations
2. Managing presentation anxiety
3. Determining presentation purpose and audience analysis
4. Preparing the presentation
5. Designing and using audiovisual aids effectively
6. Delivering presentations effectively

Methodology

Interactive mini-lectures, video presentation, video-taped individual presentation and feedback, exercises and presentation questionnaire

Duration

3 days

Target Group

Managers and those about to be promoted to managerial positions

Facilitator

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