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# Advanced Powerful Presentations

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Course Title: **Advanced Powerful Presentations**

Duration: **1-day**

Course reference code: **MT-3**

Target Audience: *People who have to:*

- Give formal or informal presentations,
- Influence others in a positive and informative way,
- Present information in a clear and interesting way.

This course builds on the skills learnt during the 'Powerful Presentations' course by providing additional practical experience in giving face-to-face presentations; dealing with difficult situations; motivating people by choosing stimulating visual and audible messages; questioning techniques to obtain feedback on progress and possible problem areas; using modern communication media (hardware & software) to achieve the most effective result. This course will appeal to everyone who needs to conduct effective and informative formal or informal presentations as part of their job function.

## Agenda

- Establish the delegates' expectations and objectives
- Introduction and setting the scene
- Review of your experience and possible problem areas and how to overcome them
- Questioning Techniques
  - Review the effectiveness of... Open/Closed/Probing/Leading questions
  - How to build and phrase questions that add value to what you have done
  - Getting effective feedback from the audience by questioning techniques
- Motivation Techniques
  - Making things interesting and stimulating
  - Making things demanding and challenging
  - Getting people to think about things/issues/attitudes
- Creating Effective Lesson Plans
  - Handling Timing and resources, and material priority/inclusion/exclusion
- Making Effective Use of Modern Technology
  - Software packages (PowerPoint, Graphic Packages, PDF, Websites etc..)
  - Internet resources and Clip-art (staying legal with respect to copyright issues)
- Video taped practical sessions, feedback and positive assessments
  - During the morning each delegate will conduct two mini-presentations, which will be assessed and used to enhance their personal presentation skills and highlight areas for improvement.
  - During the afternoon the delegates will work in small groups to develop and present a group presentation. Each presentation will be positively assessed.

A number of exercises and role-plays are conducted during the course where the delegates will get an opportunity to put into practice some of the techniques they have acquired.

Delegates will be encouraged to participate fully in the various case studies, discussion sessions and practical exercises that are conducted during the course.