

## Effective Presentations

Days of Training: 1

### Overview

In this course, students will learn how to develop effective and persuasive presentations.

### At Course Completion

After completing this course, students will know how to:

- Identify and use effective presentations, use different types of presentations, plan a presentation, and determine primary and secondary objectives.
- Analyze the audience, determine the supporting material, and learn about different types of supporting material.
- Build a presentation, develop an introduction, capture the audience attention, organize the body of the presentation, use transitions, and conclude the presentation.
- Incorporate visual aids, understand the types of visual aids, display, and create visual aids.
- Use a presentation process, prepare before speaking in a presentation, deliver a presentation, and use nonverbal communication aids.
- Handle the questions effectively, approach the question-and-answer session, responsibilities during a session, and handle challenging questions.
- Persuade a presentation, understand the goals of persuasion, organize a persuasive presentation, and use the methods of persuasion.

### Lesson 1: Fundamentals of presentation

Effective presentations  
Understanding effective presentations  
Understanding different types of presentations  
Planning a presentation  
Establishing objectives  
Determining objectives  
Making realistic objectives

### Lesson 2: Audience analysis and supporting material

Audience analysis  
Analyzing the audience  
Supporting materials  
Selecting supporting materials  
Understanding the types of supporting material  
Exploring retention and visual aids

### Lesson 3: Building presentations

Build presentations  
Building the presentation  
Develop an introduction  
Developing the introduction  
Capturing the attention of the audience  
Organize the body of the presentation  
Organizing the body of the presentation  
Using transitions  
Effective conclusion  
Creating the conclusion  
Closing the presentation

### Lesson 4: Presentation mechanics

Visual aids  
Introducing visual aids  
Using different types of visual aids  
Understand visual aids  
Displaying visual aids  
Creating visual aids

### Lesson 5: Presentation process

Extemporaneous speaking  
Understanding the presentation process  
Preparation for speaking  
Reducing the fear of speaking  
Using warm-up routines  
Deliver a presentation  
Using different aspects of voice  
Nonverbal communication  
Using nonverbal communication aids  
Maintaining a focus on the audience

### Lesson 6: Question-and-answer session

Handle questions effectively  
Handling questions  
Understanding the question-and-answer session  
Handle challenging questions  
Handling challenging questions  
Handling challenging audience

### Lesson 7: Fundamentals of persuasion

Understand persuasion  
Understanding persuasion  
Analyzing the audience  
Motivating the audience  
Making claims  
Organize a persuasive presentation  
Creating a persuasive introduction  
Understanding the body of a persuasive presentation  
Methods of persuasion  
Using different methods of persuasion

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