Preparing a Presentation

Description: This online presentation tutorial will help you develop your next real-life presentation.

This self-paced online course provides you with the insight, strategies and skills you need to quickly organize your thoughts and develop visual aids that will support you and your message.

You'll be taken step-by-step through the preparation of your next presentation. You'll learn how to:

- Analyze your audience quickly and efficiently (and organize the content to meet their unique needs)
- Craft a persuasive story and communicate it effectively
- Improve the look and effectiveness of your visual aids
- Assess your own communication style (and work with it for maximum impact)
- Minimize your weaknesses
- Put just enough information on your slides to guide you through the presentation (and free you from memorizing a script or reading from your slides)

At the end of the course, not only will your presentation be ready to deliver, but the tools and techniques you've used during the course will apply to all of your future presentations.

Reusable materials include:

Preparation Worksheet, PowerPoint Preparation Tool, Working with your Default Assessment

Who should take this course:

This course is useful for all business presenters because it offers new ideas and strategies for preparing listener-focused presentations. Because it provides insight into strengths and weaknesses of your natural approach, presenters at every level will learn to construct more successful presentations.

It is especially appropriate if you:

- Struggle with organizing your thoughts
- Need help focusing your message for specific audiences
- Overload your presentations with too much data
- Suffer from analysis paralysis
- Have a tough time settling on the best approach
- Feel you spend too much time preparing
- Hope that preparation guarantees success and are frustrated when it doesn't
- Have been asked, “what's your point?” during or after a presentation
- Deliver bad news and struggle with how to do it
- Prepare presentations for other people to deliver

Course Duration Time

- 1:08
- Roughly 2 hours active time
- 3-month license

Contents:

Session 1 - Preparing Your Presentation

Your listeners will appreciate it when your presentations are thoughtfully and appropriately prepared. This session focuses on organizing your presentation so that it's listener-focused, concise and easy to follow. It includes strategies and tools designed to help you understand how to:

- Clarify your goal
- Identify your listeners' wants and needs (and why this is important)
- Develop your message and visuals so that they focus on listeners (not you)
- Be concise
- Prepare and deliver a straightforward introduction that gives listeners a sense of direction, purpose and reason to listen
- Be appropriately persuasive given your topic and your audience
- Organize the information in the body of the presentation for greatest impact
- Craft a clear, actionable conclusion

Session 2 - Working with Your Default

Ever wonder why some people have no trouble preparing their presentations while others struggle and fret and still don't quite succeed? The reason is because everyone has a unique default approach to the preparation process. What works for one presenter may not work for you. This session provides you with the insight to understand how to:

- Assess, understand and work with your default
- Capitalize on your strengths
- Overcome your weaknesses

Session 3 - Improving Your Visual Aids

Don't let the look of your slides undermine your credibility. Well-designed slides not only demonstrate respect for your listeners, they also sharpen your message and increase retention. This session helps you develop audience-friendly visual aids (or fine-tune the ones you already have) so that they support you and your key messages. This session provides guidance on how to:

- Improve the visual impact of slides
- Use slide titles to set up the conversation
- Organize content on slides to focus attention (both yours and the listeners')
- Apply these concepts to handouts and leave-behind decks

FREE "PowerPoint: The Basics" Course Included
This optional module will introduce you to the basic features of PowerPoint.

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