American Management Association's
Presentation Skills Workshop

Learning Objectives

- Deliver Your Presentations with Confidence, Clarity, and Conviction
- Apply the Elements Essential to Planning, Practicing, and Presenting to Create Effective Presentations
- Utilize Best Practices to Maximize Your Presentation Strengths and Opportunities for Growth
- Use Relaxation Techniques to Overcome Nervousness

Presenting Well

- Discuss the Attributes of Presenting Well
- Explain the Advantages of Utilizing a Basic Structure Even Creating a Presentation
- Identify the Components and Key Elements of a Basic Structure

Plan

- Create an Audience Profile and Set Presentation Parameters
- Organize Your Information, Adhering to a Time Frame
- Describe the Purpose of Visual Aids and Support Materials
- Explain the Benefits of Rehearsing and Speaking from Notes
- Determine How to Use the Elements of This Planning Component to Enhance Your Pre-Work Presentation

Practice

- Apply Practice Strategies to Bring Vitality, Interest, and Clarity to Your Presentations
- Demonstrate the Synchronization of Verbal and Nonverbal Messages
- Create Engagement Using Verbal Impact and Interactivity

Present

- Create and Project a Credible Image
- Apply Stress Reduction Strategies Before a Presentation
- Explain the Importance of the Question-and-Answer Session
- Demonstrate How to Respond Professionally to Questions from the Audience
- Demonstrate How to Anticipate, Avoid, and Handle Equipment Problems
- Determine What Logistical Arrangements to Check
**Workshop and Application**

- Incorporate Best Practice Deliver Skills from Morning Sessions into Pre-Work Presentations (Using Your Notes, Worksheets, and Feedback Forms)
- Deliver Pre-Work Presentations (Without Q&A Session) in Small Group Setting, Recorded and with Live Feedback

**Refinement**

- Further Refine Pre-Work Presentations Based on Feedback
- Deliver Final Refined Pre-Work Presentations with Q&A Session to Whole Group

**Action Plan**

- Identify Key Changes That Will Impact Presentation Skills Development
- Determine the Type of Support and Resources Needed to Implement These Changes
- Ensure That an Action Plan Is Put in Place for Ongoing Improvement