

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2519

Strategies for Developing Effective Presentation Skills

Develop your presentation skills to transform yourself from inexperienced speaker to skilled presenter.

Unstable economic times can mean fast and frequently unexpected organizational changes, greater responsibilities and new projects and initiatives. Being a confident, polished speaker is not only necessary but well-advised in order to communicate such matters effectively and persuasively. This 3-day seminar offers presentation tips and strategies to help you develop your presentation skills and learn how to present your ideas with conviction, control and poise—and without fear. You'll gain the specific presentation skills and direction you need to become comfortable with your own style. And you'll receive expert advice on how to handle especially challenging situations. Most important, you'll gain effective presentation skills by making actual presentations.

How You Will Benefit

- Tailor your presentation to your audience
- Use relaxation techniques to overcome nervousness
- Learn how to project your voice and use pauses to dramatize your point
- Expertly handle difficult questions and situations
- Communicate with clarity and conviction
- Gain confidence in your presentation skills

What You Will Cover

Balancing Verbal and Nonverbal Messages

- Practice nonverbal impact skills to reduce nervousness and to engage the attention of your listeners
- Make your content clearer and more memorable

Developing and Organizing Presentation Content

- Create an audience profile and set presentation parameters
- Condense a speech outline into notes you can speak from

Preparing to Give the Presentation

- Get expert presentation tips on rehearsing, adhering to a time frame and speaking from notes
- Reduce stress and speaker's anxiety

Using Visual Aids and Support Materials

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- Describe the purpose of visual aids and support materials
- Identify tips for effective composition of visual content and speaker aids

Handling Questions from the Audience

- Explain the importance of the question-and-answer session
- Respond professionally to questions from the audience

Managing the Presentation Environment

- Describe the advantages and disadvantages of different room setups
- Be able to anticipate, avoid and handle equipment problems

Who Should Attend

Everyone who needs to develop their presentation skills, speak in front of groups or sell ideas to others and has little or no presentation experience.

Special Feature

Your presentations will be recorded for playback and review. You can track your presentation skills by seeing for yourself what comes across to an audience. It's a great way to get instant feedback and helpful recommendations. This recording is yours to keep.

Schedule

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

Credits

1.8 CEU/18 PDU_L/18 PDU

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