

American Management Association's Presentation Skills

Learning Objectives

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

Plan

- 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 Engagement

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

Present

- Apply Stress Reduction Strategies Before a Presentation
- Explain the Importance of the Q&A Session
- Demonstrate How to Respond Professionally to Questions from the Audience

Workshop and Application

- Incorporate Best Practice Delivery Skills from Morning Sessions into Pre-Work Presentations (Using Your Notes, Worksheets, and Feedback Forms)
- Deliver Pre-Work Presentations with Q&A Session in Small Group Setting, Recorded and with Feedback

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