

# Presentation Skills

Great presentation skills are arguably one of the most useful business tools that are missing within organizations today. Reading to a group from PowerPoint slides has become a common practice for giving a presentation.

This course provides the process and the skills to prepare and present to any size audience without the use of notes or PowerPoint slides. Participants will hone their presentation skills by learning a specific step-by-step approach to developing and delivering a speech.

This course provides the skills to organize your thoughts and cover them confidently whether you are required to deliver a one-minute introduction or an hour-long keynote address.

This course takes an applied approach to learning. Everyone in the course will deliver multiple speeches and receive detailed feedback. Participants will take home a video tape of their own speeches and feedback.

## **Presentation Skills Course**

Purpose: To improve and enhance each participant's ability to deliver a group presentation. Participants will hone their presentation skills by learning a specific step-by-step approach to developing and delivering a speech. This course emphasizes the ability to organize your thoughts and cover them confidently whether it is a one-minute introduction or an hour-long keynote address.

Expected Benefits:

- Increased awareness and understanding of the key components in a speech
- An improvement in the ability to speak in a variety of settings e.g:
  - One-on-one with a key client
  - In a small group setting
  - In a large group setting
- An improvement in the use of AV equipment
- Specific feedback via Video Tape

Length: 1 day

# Participants: 6

**For more information contact Frank Prince**

**[www.frankprince.com](http://www.frankprince.com) | [unleashyourmind@mindspring.com](mailto:unleashyourmind@mindspring.com) | 214.215.8555**