



COMMUNICATION
EFFECTIVENESS

Effective Presentations



COURSE SPECIFICATIONS



FORMAT

- In-house



DURATION

Training is given in one day (6 hours)

(The content and the duration of this session can be adapted for a personalized on-site training.)



TARGET AUDIENCE

Anyone who wants to plan and deliver presentations that are better structured, more effective, and more convincing.



DELIVERY METHOD

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities. Participants' experiences are used as support to put new notions into action.

Highly personalized and interactive approach, the groups are limited to 15 participants.



LANGUAGE

Available in:

- French
- English



CERTIFICATION

Training Certificate

Emploi
Québec



Tél. : 514-365-8397



Fax. : 514-365-8940



info@solutionsandco.com



www.solutionsandco.com

DESCRIPTION

The course **Effective Presentations** allows participants to learn the methods, instructions, and processes required to carefully plan and effectively execute presentations in order to present and sell their ideas.

OBJECTIVES

ALLOWING THE PARTICIPANT TO:

- Structure and organize their presentation according to the objectives determined.
- Make relevant use of visual supports and presentation techniques.
- Gain confidence and improve their delivery skills.
- Gain and sustain the audience's interest.

COURSE CONTENT

INTRODUCTION

PLANNING

- Situation analysis (context and audience)
- Objectives
- Plan
- Logistics

DEVELOPING

- Presentation introduction
- Conclusion
- Content
- Information processing

VISUALIZING

- Visual support
- Selection and use of visual support
- Rules of visualization

DELIVERING

- Verbal, non-verbal & para-verbal communication
- Delivery skills
- Voice
- Posture
- Structure
- Stage fright
- Evaluation and assessment

PERSONAL ACTION PLAN