



Presentation Skills

DESCRIPTION

One of the biggest fears for managers and others is speaking in public. You will receive worksheets and checklists to help you plan and present your remarks for the most impact, and you will learn how to deal with the anxiety that so often accompanies such assignments. The course includes tools and techniques to help you determine what the audience wants and needs, methods to gauge their needs, and a structure for organizing and formatting a good presentation.

OUTCOME

Upon completion of this course, students will be able to:

- Plan the content and strategy.
- Select a topic.
- Identify the audience.
- Gather information.
- Outline the strategy.
- Plan the content.
- Practice the presentation.
- Prepare the method of delivery.
- Practice lively speaking.
- Practice consistent body language.
- Deliver a polished presentation.
- Handle last-minute details.
- Give a dynamic presentation

DURATION: 24 Hours (90 days access)

DELIVERY METHOD: Online

COST: \$20,000.00

Contact:

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