

Syllabus

COURSE SPECIFICATIONS

DURATION

Training is given in 1 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 efficient, and more convincing.

DELIVERY METHOD :

Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

Follow-up available (Optional)

CERTIFICATION

Training Certificate

ACCREDITED BY EMPLOI-QUÉBEC

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Corporate Training

"Personal Effectiveness" Series

Planning, Developing & Delivering Effective Presentations

DESCRIPTION

The course *Planning, Developing & Delivering Efficient Presentations* allows participants to learn the methods, instructions, and processes required to carefully plan and efficiently 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

- Basic concepts
- A matter of persuasion

Planning

- Context & audience
- Objectives
- Plan
- Contents
- Logistics

Developing

- Presentation introduction
- Information treatment
- Message
- Appropriate language
- Psychological leverage
- Action language
- Conclusion

Visualizing

- Structure
- Approach
- Selection & use of visual supports
- Rules of visualisation

Delivering

- Verbal, non-verbal & para-verbal communication
- Delivery skills
- Confidence
- Attitude
- Pace
- Atmosphere

Developing your personal action plan