



PRESENTATION TRAINING 101 AGENDA

Before your presentation training workshop, we will work with you to create a customized agenda. This sample agenda assumes four or five trainees in a full-day workshop.

INTRODUCTION

9:00 - Welcome, Introductions, Agenda, Goals
9:15

SEGMENT ONE: CREATNG MEMORABLE PRESENTATIONS

Interactive Set-Up Lecture, Video Examples

- Sharpen the story you want to tell
 - Align your talk to the audience's needs
 - Speak the universal language of general audiences
- 9:15 -
10:00
- Grab the audience with a powerful opening
 - "Break the pattern" to keep audiences engaged from start to finish
 - Select a close that audiences remember
 - Share a sticky story that drives action

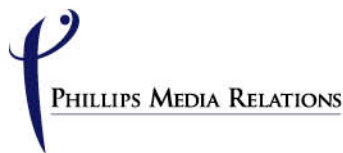
10:00 - Trainees Deliver On-Camera Practice Talks
12:00 Video Review and Feedback

12:00 - Working Lunch
12:30

SEGMENT TWO: EXHIBITING THE RIGHT BODY LANGUAGE

Interactive Set-Up Lecture

- Create the right "feedback loops" through proper body language
 - Model best practices for gesture, posture, voice, and movement
 - Interact with your PowerPoint slides and notes
- 12:30 -
1:00



SEGMENT TWO: EXHIBITING THE RIGHT BODY LANGUAGE (CONTINUED)

1:00 - 2:45 Trainees Deliver On-Camera Practice Talks
Video Review and Feedback

2:45 - 3:00 Break

SEGMENT THREE: MANAGING AUDIENCE Q&A

Interactive Lecture, Off-Camera Practice

- 3:00 - 4:00
- Understand the rules of engagement
 - Listen for the real question
 - Answer off-topic or challenging questions
 - Use "The ATMs" to get back on track
 - Transition to a key takeaway point
 - Handle difficult interactions with poise

SEGMENT FOUR: DESIGNING EFFECTIVE VISUALS

Interactive Lecture, Dozens of Examples

- 4:00 - 4:25
- Design and display effective visuals
 - Use (not abuse) PowerPoint
 - Understand when to deploy visuals
 - Avoid the "eye-ear conflict"
- 4:25 - 4:45 Trainees Redesign Their Slides (As a Group)

CONCLUSION

4:45 - 5:00 Concluding Remarks, Session Close