



# High Impact Presentation Skills

## ***How Your Organization Will Benefit***

When you implement High Impact Presentation Skills, your organization will benefit from:

- Compelling and dynamic presentations that strengthen understanding and inspire action
- Increased cooperation and collaboration among individuals and teams
- Enhanced image through more polished, confident, and professional presentations
- Greater consistency in messaging through a proven approach that can be used throughout the organization to deliver critical information and bring about action
- Improved communication among individuals, teams, departments, and clients through skills that emphasize clear and concise messaging
- More efficient progress toward specific goals through presentation skills that inspire action and lead to results

## ***Program Highlights***

During this highly interactive workshop, participants will enhance their ability to:

- Demonstrate a commanding and confident professional presence
- Identify the key topic and objectives that should be covered in the presentation
- Organize the content to ensure that it is clear, concise, and compelling
- Solidify the presentation's structure—from its opening to its transitions to its conclusion
- Build interest and excitement in innovative—but not distracting—ways
- Use appropriate tools—such as visual aids, demonstrations, and examples—to add impact and clarity
- Align the visual and the verbal through positive body language, eye contact, and vocal delivery
- Clearly outline recommended next steps, and gain commitment to those steps
- Handle questions and concerns throughout the presentation

## ***How Learning Takes Place***

High Impact Presentation Skills uses a variety of highly interactive adult-learning methodologies to ensure engagement during the workshop and results afterward, including:

- A prework assignment to set the stage for a successful learning experience
- Short readings to familiarize participants with program skills and concepts
- Discussion to explore ideas and share best practices
- Group exercises to reinforce skill use
- Several opportunities to make presentations that are videotaped and gain feedback from the workshop leader and peers in specific areas such as: opening the presentation, delivery, and content
- Applications exercises to apply presentation skills and concepts to their own presentations