



*Arizona Innovative Solutions Group
(Arizona-ISG)*

Effective Presentation Skills

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A great presenter has two unique qualities, appropriate skills and personal confidence. This confidence comes from knowing what you want to say, and being comfortable with your communication skills. In this two-day workshop, you will master the skills that will make you a better speaker and presenter.

- **Types of presentations**
- **Strategies for defining your audience**
- **Preparing your content**
- **Using visuals**
- **Exceptional presenter**
- **Presentation environment and logistics**



Outlines

- Types of Presentations
- Edit Your Conversation
 - Speaking Characteristics
 - Clichés
- The Johari Window
- Trust
- First Impressions
- Four Good Rules for Any Conversation
- Making the Most of Meetings
 - Presenting at Meetings
 - Fifteen Ways to Master a Meeting
 - Learning Names and Shaking Hands
- Body Language
- Speaking Under Pressure
- Why Talk?
- Planning Your Presentation
- Overcoming Nervousness
- The STARR Pattern
- Start Writing!
 - Evidence
 - Introductions
 - Following the opening statement
 - Your Beginning
 - Endings



Outlines Cont'd

- Limit Your Information
- Understanding Your Audience
- Making Your Listener Hear You
- Presentation Preparation
 - Checklist
 - Evaluation
- Your Speaking Voice
 - Parts of your Voice
 - Vocal Variety
 - Mastering your Material
- Add Punch to your Presentation
 - The Power of Threes
 - Visual Aids
- Special Situations
- Logistics
- Pre-Assignment
 - Preparation
 - Presentations
 - Debrief



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