

Presentation Skills

Course Description and Agenda 2021

Course Description

In this highly interactive course, professionals discover and leverage the characteristics of exceptional presenters. Effectively using your mind, body, face, and voice to engage your audience and get your message across is the primary focus. Additionally, participants will enhance their ability to understand the audience and environment, use structure to select and design content, deal with nervousness, use questioning and responding techniques, manage audience behavior, use visual aids, and co-present.

Recommended Knowledge and Experience: None

Advance Preparation: None

Recommended CPE Credit: 8 hrs.

Credit Hrs.	Fields of Study
8	Communications and Marketing

Major Topics and Learning Objectives

Introduction – .5 Credit (Communications and Marketing)

- List and explore the characteristics of effective presenters

Presentation Skills – 7 Credits (Communications and Marketing)

- Use proven techniques to organize and deliver engaging presentations including:
 - Using the mind, body, face, and voice to engage the audience
 - Understanding the audience and the environment
 - Structuring your message
 - Dealing with nervousness
 - Using visual aids
 - Using questioning and responding techniques
 - Managing audience behavior
 - Tips for co-presenting

Summary: Best Practices – .5 Credit (Communications and Marketing)

- Identify best practices
- Share insights with fellow participants
- Create action plan for next presentation