



A Sample of Chuc's Program "So You Want to Make A Presentation"

THIS IS A DISCUSSION DOCUMENT

Workshop can be 3 1/2 to 6 hours

Final Focus and Outcomes to be determined by length of program

Title can be changed for your specific meeting needs

BEFORE YOU START SPEAKING

To improve speaking skills, it's important to recognize what good presenters do before standing up to speak. By the end of this segment, you'll know:

- How to build personal confidence
- How to understand the mindset of your audience
- How to look extemporaneous
- How to relax (ahead of and during)

BUILD A "CONNECTION"

Good presenters "know how to bond with their audience. In this segment, you'll learn:

- How to clarify your objective
- What to do about non-verbals and voice (subtleties that add to or subtract)
- Ways to move
- Ways to interact

PUT YOUR THOUGHTS IN ORDER

There are a number of ways to organize thoughts and material. You'll examine:

- A method for organizing thoughts in minutes
- Formats for nearly any possible presentation
- How to make transitions and build retention
- Ways to start and ways to end

ENHANCE YOUR PRESENTATION

Audiences learn in a variety of ways. By the end of this segment, you'll know:

- The importance of visuals (and tips for creating visual aids)
- How to use presentation equipment (slides, overheads, PowerPoint, props)
- What to do with handouts
- Why, when, and how to use emotion

BUILD AND MAINTAIN CREDIBILITY

Audiences want to believe, but arrive with skepticism. By the end of this segment, you'll know how to:

- Introduce yourself
- Respond to questions
- Deal with difficult people
- Be part of a successful presentation team

EXPERIENCE SUCCESS

To improve confidence and poise, it's essential to try things out.

By the end of this segment, you will have:

- Put together a real world presentation (and checked it with others)
- Become self-aware of what you do right (and what you may want to improve)
- Removed nearly all of your fear from receiving questions
- Created a relaxation plan for your next presentation