

Fire-Up your Presentation Skills

S.A.Y. and F.L.O.W. your way towards Effective Presentation



LEARNING OBJECTIVES

Presentation skills are not just about making the “big presentation”. They are about how we present ourselves in a variety of situations. In today’s hypercompetitive business world, it’s not enough what we say that counts; it’s what they hear. Great presenters do more than just deliver information – they make connection so that audience capture and retain the information.

This 2-day Presentations Skills course will:

- Prepare you to be more professional and speak with confidence in any type of speaking situation
- Provide you with several skills and techniques to engage and deal with different types of audience
- Equip you with clear steps to prepare their presentation

LEARNING OUTCOMES

By the end of the workshop, participants should be able to discover the following benefits:

- Identify and list down their own strengths & challenges as a presenter
- Create an attention-grabbing introduction to sell ideas effectively
- Recognize the different types of audience and use the right approach to engage them
- Evaluate and obtain feedback from participants with confidence
- Listen attentively and respond to questions raised
- Plan and role play presentations using the specific tools & techniques

LEARNING APPROACH

- Self-assessment questionnaire
- Role Plays - Individual Presentations
- Video & Reflections through debriefs
- NLP structured delivery
- Team activities

By the end of the workshop, every participant will be given an action plan on what they will commit to do at their workplace.

COURSE OUTLINE

Module 1: PULSE CHECK

BACK TO BASICS – SELF ASSESSMENT

- Self-assessment on Presentation Skills

Outcome:

- ✓ Identify strengths and challenges as a presenter
- ✓ Examine current level of presentation skills
- ✓ Identify the areas to focus in order to increase their competencies.

PRE-COURSE WORK ASSIGNMENT

- Self-guided pre-course work:
 - Know the Purpose
 - Know the Organization
 - Know the Presenter

Outcome:

- ✓ Review, understand and apply key concepts/models used in the workshop
- ✓ Learning domains, Presenter qualities & Training Cycle

Module 2: PREPARATION (S.A.Y. Model)

KNOW THE SUBJECT

- Clear purpose – the message & expected outcome
- Context and Contents

Outcome:

- ✓ Content mapping - Know the structure & tools to prepare a presentation.
- ✓ What to accomplish – must know, nice to know or should know.

KNOW THE AUDIENCE

- Audience analysis checklist – background, knowledge level, interest & expectations
- Types of audience
- V.A.K. Learning Styles

Outcome:

- ✓ Customization - right message for the right audience
- ✓ Apply adult learning aids/principles.
- ✓ Checklist.

KNOW YOUR ROLE

- Role clarity – Trainer, Facilitator, Emcee, Speaker
- Right approach

Outcome:

- ✓ Know their role
- ✓ Know the right approach for the right occasion

Module 3: PLATFORM PRESENCE (F.L.O.W. Skills & Techniques)

FIRST CONNECTION

- Building Rapport
- Charismatic Presenter Tenets
- Stand in Your Own Power - Owning the Stage

Outcome:

- ✓ Know the Self-limiting beliefs
- ✓ Know the barriers & Overcoming fear
- ✓ Positive Reframing
- ✓ Confident Outlook

LIVELY ENGAGEMENT

- Setting the Stage
- Handling Questions
- Active Listening

Outcome:

- ✓ Right Approach to gain presence
- ✓ Holding audience attention & interest
- ✓ Anticipate & respond to questions
- ✓ Ask questions - Be Socrates, Be Curious
- ✓ Avoiding over-running and distractions

OBSERVATION

- Turn on your “Head-lights”
- Identifying Body Language
- Prepare for the Unexpected
- Thinking on Your Feet under Heat

Outcome:

- ✓ Feel the audience energy
- ✓ Flexibility and Adaptability
- ✓ Using the Power of Pause & Languaging.

WORKPLACE APPLICATION

- The P.I.E. of Presentation

Outcome:

- ✓ Tie the Loop
- ✓ Cement the Key Points
- ✓ Gain Buy-in
- ✓ Tune in WIIFM Station

Module 4: POWERFUL PRESENTATION

PRESENTATION GO LIVE!

- It's not just the Words, it's the Delivery!
- Post-coursework Assignment

Outcome:

- ✓ Full Role Play
- ✓ Demonstrate the attributes and skills of a presenter using the S.A.Y. Model and F.L.O. W. techniques of presentation.



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