

Presentations That Work®

This intensive 16-hour presentation skills training course includes eight presentations and provides practice and feedback from peers, instructors, and video. Booher's presentation skills training focuses on instruction and practice in organization, presentation structure, delivery skills, visual design and use, and question-and-answer techniques. Participants will receive personalized, confidential presentation feedback from the instructor and will develop a presentation self-improvement action plan. Customized exercises give training participants first-hand experience in one-on-one, small-group, impromptu, and sit-down presentation situations.

Key Objectives

- Organize your presentation ideas and information for highest impact
- Develop a dynamic delivery style to engage your listeners
- Think on your feet to respond to questions clearly, concisely, and credibly
- Add "the finishing touches" (attention-grabbing openings, closes, stories, metaphors, illustrations)
- Design and use visuals effectively
- Reduce your preparation time
- Increase rapport and persuasiveness with your listeners

Who Should Attend

Anyone who makes presentations to supervisors, colleagues, or customers

Materials/Texts

Participants will receive two Dianna Booher books, *Speak With Confidence: Powerful Presentations That Inform, Inspire, and Persuade* (McGraw-Hill) and *Creating Personal Presence: Look, Talk, Think, and Act Like a Leader* (Berrett-Koehler), and a presentation planner for use as a back-on-the-job reference, along with job-aid cards.

Class Size

Up to 10 participants