

# Course Description

## Delivering Outstanding Presentations AMS246

### Overview

Delivering Outstanding Presentations introduces participants to the world of effective presentations. In today's business environment, professionals are constantly asked to present information to large and small groups of people and are expected to know how to do it effectively. Participants who attend this course will develop an understanding of basic presentation skills that can be used for formal and informal business presentations. Participants will learn key points to help them create and deliver outstanding presentations and understand how to use visual aids, body language and voice patterns to their advantage.



### After completion of this workshop, participants will be able to:

- Identify the different types of presentations
- Identify characteristics of an effective presentation
- Create an effective presentation using step by step process
- Explore the advantages and disadvantages of using videotape, overhead transparencies, power point slide shows, flipcharts and handouts
- Know when and how to use visual aids
- Deliver an outstanding presentation
- Give powerful presentations by using appropriate body language and voice patterns
- Manage presentation anxiety
- Learn tips to deliver a more effective presentation

### Format

The format of the course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by exercises.

### Delivery Options

### Duration

1 Day

### Who Should Attend

Professionals with the desire to enhance their professional presentation skills would benefit from this course.