

# Powerful Presentations

Move your presentations beyond "information delivery" to generate real action and real results

Presentations are an integral part of any role in any organization. All too often these presentations can be long, packed with far too many slides and can lose impact. This interactive course is designed to prepare any leader to deliver a focused, interesting and influential presentation; ones that persuades and one that has impact. Participants to this program will be able to:

1. Develop a range of strategies to ensure a successful presentation
2. Learn how to manage difficult questions and to quickly adapt to difficult situations
3. Understand the parameters that affect the receptivity of any presentation
4. Delivery impromptu presentations to individuals at any level of an organization
5. Significant time in this program will be place on practice. Companies may chose to involve a video taping session which can be reviewed in one-on-one feedback session with The Mattam Group.

## Learning Outcomes

### Powerful Presentations: The Fundamentals

- Understand the power of first impressions and professionalism
- Understand how people receive and interpret information
- Understand the factors that affect that receptivity
- Understand Host Behavior and establish rapport building strategies

### Identifying the message

- Identifying appropriate information for Powerpoint, Flip chart ,Speaking points
- Identify key message and understand strategies to support key message throughout presentation
- Build a logical flow of information
- Understand use of language in relaying message

### Mastering the art of delivery

- Share best practices and discuss trick and traps when communicating
- Understand how physical execution, tone, pace, etc enhance delivery
- Review use of movement, gestures, props
- Understand the role of creativity, innovation and fun
- Develop skills to manage unanticipated situations

### The Q&A- Preparing, Planning and Practicing

- Understand how to anticipate questions
- Effectively answer questions to reinforce key message
- Develop skills to maintain control during Q&A

### Practice, Perfect, Practice again

- Practice impromptu and planned presentations throughout the course,
- Participants will deliver a minimum of 3 presentations during the course
- Engage in feedback sessions one-on-one and in small group sessions
- Investigate opportunities for continued practice