



## Presentation Skills

**Presenting well is simply a core business skill which can make or break a career. Because your presentation skills affect your reputation. Your challenge is to understand how to deliver effective and impactful presentations for stakeholders at every level.**

**Attend this workshop to get feedback, build your knowledge and to develop the skills essential for outcome-oriented, effective and memorable presentations.**

### How do I know I should attend this workshop?

1. Are you keen to improve your presentation ability because you know how vital this skill is?
2. Do you or will you need to present to senior leaders or to tough stakeholders and would like more tools and tactics?
3. Have you received feedback that you need to improve this skill to advance?
4. Are you keen to make better presentations but not sure how to?
5. Are you presenting to larger groups and finding that this makes you less confident?

If you answer yes to most of these five questions, then this workshop is for you.

### What will I do?

You will cover:

- Revising presentation structure: making sure you FACE IT to connect with your audience
- Opening and closing your presentations effectively and with impact
- Dealing with tough stuff: explaining the complex, handling hijackers, managing phones, etc.
- Understanding features, advantages, benefit and value when presenting
- Working with language: rhetorical techniques, power vs weak talk, color and emotion
- Presenting to your peers and receiving video feedback

### What are the outcomes?

By the end of this workshop you will have:

- Worked on structure and where you can personally improve
- Understood options for opening and closing a presentation memorably
- Learned how to deal with typical difficult situations that arise
- Analyzed power of language and what you can do to make it work for you
- Received in-depth peer and facilitator feedback from your recorded presentation



## How do I prepare?

**Please come with a 5 minute presentation. The format doesn't matter** (PowerPoint, Prezzi, flip chart, cue cards, etc.) **and it can be part of something you have delivered before.** Just make sure it has a beginning, middle and an end.

## Who is iOpener?

We develop people and organizational performance through the power of happiness at work.