



Effective Presentations Workshop

**Lower your fear and reduce your chances
of boring your audience to death.**

Surveys show that more people fear speaking before a group than fear death itself. Seinfeld summed this up well, “It suggests that, at a funeral, the person giving the eulogy would rather be in the box.”

Funny, until it’s your turn to give the eulogy.

What is it about presentations that turns perfectly composed, interesting people into quivering bundles of anxiety or the *World’s Most Boring Person*? That’s what we will prevent with this workshop.

We will explore and demonstrate effective guidelines and practice that will make you a better, more effective speaker.

- How to ignore your own press and avoid getting anxious about looking anxious. The audience simply does *not* see you as you *think* you look, no matter how nervous you might feel.
- Remembering that the audience is on your side—no one wants to sit through a poor presentation.
- How to turn your years of experience *viewing* presentations into valuable insights on how to *give* a presentation.
- How to outline your content, prepare your delivery, present with panache, and make AV material really work for you.

Who Should Attend?

- Directors, Managers, Supervisors, Team Leaders, and Administrators
- Marketing, Communications, and Public Relations Managers
- Accounting, Financial, and Other Business Professionals
- Human Resource Managers
- Anyone who has to make effective presentations

Agenda...2



Effective Presentations

**Steven can tailor the content to meet your specific needs.
Participant workbook and individual attention
will noticeably improve your presentation skills.**

Preparing your Presentation

- Purpose
- Audience
- Researching your presentation
- Designing your presentation backward
- Presentation structure
- Illustrating your main points
- Testing for relevance
- Remembering your speech
- Rehearsing your presentation
- Overcoming the fear of public speaking

Avoiding PowerPoint Poisoning

- Graphics
- Fonts
- Backgrounds
- Animations
- Web links

Duration:

One day at your location
Maximum workshop size: 30

Workshop Leader



Steven Moore is Adjunct Professor of Communications and Communications Coach at the Queen's School of Business in Kingston, Ontario.

He has written for hundreds of corporate and business clients such as RBC Funds, CI Funds, Toronto Dominion Bank, CBC Radio, AT&T, Scotiabank, Canada Life, Empire Life, Bell Canada, Loyalist College, CIBC, Ontario Hydro, Lansing Buildall, and the Canadian Cancer Society.

A Member of the Editor's Association of Canada, Steven's teaching experience also includes the University of Toronto, Queen's School of English, and Loyalist Training and Development Centre.

Steven has delivered more than 1,000 workshops to corporate clients such as Bell Canada, Domtar, Eagle's Flight Creative Training Excellence, Inc., Addiction Research Foundation of Ontario, Novartis, City of Belleville, Invar, Wilkinson & Company LLP, and Conservation Ontario. His clients have laughed, felt encouraged, and learned to present more effectively.

Delivering your Presentation

- Ten tips for successful presentations
- Emergency preparation
- Establishing rapport and eye contact
- Confident body language
- Your confederate
- Delivering your presentation credibly
- Helping your audience remember
- Looking and sounding your best
- Using equipment and technology
- Correcting things that go wrong
- Handling questions and taming hecklers
- Making a strong finish

After Your Presentation

- Review your presentation and grow
- Leverage your presentation
- Your next presentation

Presentation Resources

*"Not only useful and interesting but entertaining!
Steven was able to maintain this large group's
interest throughout."*