

## Presentations That Work®

This intensive 16-hour presentation skills training course includes nine 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

- Reduce presentation preparation time
- Increase rapport and persuasiveness
- Organize your ideas and information for greatest impact
- Select appropriate details and data
- Prepare appropriate openers, closes, and all "the finishing touches" to engage an audience
- Design and use visuals effectively
- Use a dynamic presentation delivery style
- Respond to questions authoritatively
- Control nervousness

### 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* and *The Voice of Authority: 10 Communication Strategies Every Leader Needs to Know* (both published by McGraw-Hill) and a presentation planner for use as a back-on-the-job reference, along with job-aid cards.

### Class Size

Up to 10 participants