

Get Your Message Across:

A Course on Effective Communication & Presentation Skills March 23, 2018

Course Schedule

<i>Time</i>	<i>Session</i>
0815–0830	Registration
0830–1030	Designing Effective Presentation Basics <ul style="list-style-type: none">◆ Questions to Answer Prior to Presenting to a Group◆ Techniques to Open a Workshop or Presentation◆ Strategies to Engage an Audience◆ Outcome Criteria for Any Presentation
1030–1045	<i>Break</i>
1045–1230	Delivering Effective Presentation Basics <ul style="list-style-type: none">◆ Visual Tools for Maximum Impact◆ Body Language for Inclusion And Collaboration◆ Positively Persuading Any Audience◆ Use of Supplemental Tools
1230–1300	<i>Lunch</i>
1300–1430	Addressing Specific Audiences and Contexts <ul style="list-style-type: none">◆ Adjusting Presentation to Different Contexts (Unpopular Message, Mandatory Change, Positive Change)◆ Targeting Message to Specific Audiences (Staff Meeting, Directors Meeting, Conference)◆ Effective Presentation Styles◆ Evaluating Presentation Effectiveness
1430–1445	<i>Break</i>
1300–1430	Applying the Knowledge and Skills <ul style="list-style-type: none">◆ Putting it Together Exercise
1615–1630	Wrap up and Evaluation

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