

# ULLIANCE HUMAN EFFECTIVENESS TRAINING

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## Presentation Skills

Speaking in front of a group of people is something we all have to do occasionally. Help your employees become better public speakers through this informative session which covers how to adequately prepare and deliver effective presentations. Participants will emerge with a greater understanding of how to share a logical thought process, keep their audiences engaged, minimize nervousness and make the main points of their presentation memorable. Each participant will have the opportunity to practice what they have learned.

### Preparation

- Have a clear purpose
- Collect supporting facts and organize effectively
- Practice delivery
- How to handle logistics

### Fundamentals

- Know what to say without scripting everything
- Establish appropriate pace and flow
- Engage your audience
- Communicate effectively through body language
- Harness your energy and passion

### Other Key Factors

- Minimize your nervousness
- Be a conversational facilitator
- Utilize PowerPoint effectively
- Make your points memorable
- What to do when things go wrong

