

## Course Outline

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### Effective Presentation

**Duration:** 2 days

**Learning Objectives:**

This ILT Series course teaches students about creating effective presentations. Students learn how to determine realistic presentation objectives, analyze the audience, use supporting materials effectively, organize a presentation clearly, and successfully incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed, and improving the delivery of your presentation. Finally, students learn how to assess the audience members and answer their questions, organize a persuasive presentation, and use reasoning and emotional appeals to persuade an audience. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

**Target Audience:**

Anyone

**Topics Covered:**

- Fundamentals of presentation
  - Effective presentations
  - Planning a presentation
- Audience analysis and supporting material
  - Audience analysis
  - Supporting materials
- Building presentations
  - Build presentations
  - Develop an introduction
  - Organize the body of the presentation
  - Effective conclusion
- Presentation mechanics
  - Visual aids
  - Understand visual aids
- Presentation process
  - Extemporaneous speaking
  - Preparation for speaking
  - Deliver a presentation
  - Nonverbal communication
- Question-and-answer session
  - Question-and-answer session
  - Handle questions effectively
  - Handle challenging questions

- Fundamentals of persuasion
  - Understand persuasion
  - Organize a persuasive presentation
  - Methods of persuasion