The Skilled Presenter™ examines the mechanics of how to deliver a presentation.

We focus on how others see you. Special emphasis on: organizing your presentation; polishing performance skills; voice, gestures, eye contact, posture, stance; preparing dynamic visuals.

WORKSHOP MATERIALS
Every participant receives a bound manual that acts as a workbook during the workshop, and a reference afterwards.

Videotaping
You will receive your own videotape (for your eyes only) of the presentations you deliver. This will record and demonstrate your progress.

CORE PROGRAM

Positioning Your Ideas for Your Audience’s Core Concerns
• Crafting your presentation to provide your listeners a simple, memorable, unifying idea
• Addressing your listeners’ concerns
• Engaging your listener with visual, helpful and personal examples
• Book-ending the presentation: effective openings and closings

Ways to Involve Your Audience
• Using your listeners as a focus group
• Moving discussions along, while maintaining control

Using Language Your Listeners Will Understand
• How to achieve clarity with your words
• Explaining technical terms clearly and simply

Techniques to Overcome Stress
• How structured presentations cure stress
• Tips from theatre performers and professional athletes
• Assessing the results of The Skilled Presenter™ Confidence Test

Crafting Your Content
• Fleshing out presentations with examples and stories
• Adding concrete details to reinforce ideas
• Making facts and figures memorable
• Keeping quotes succinct and pertinent

Intermediate- and Advanced-level workshops available upon request.

How to Practise
• Keys to pacing: separating your topics and using transitions
• Memory devices anybody can use
• Focusing on timing
• What to do on the day of the presentation

Voice Projection
• Varying your speed, volume and modulation
• Spotting speech errors
• Improving your voice for impact

Eye Contact:
The Most Powerful Persuader
• Keeping eye contact comfortably
• Using eye contact to show your listeners that you like them, and to relax yourself
• Using eye contact techniques from theatre and television

Gestures, Stance and Movement
• Using gestures naturally
• Standing squarely, and moving with a purpose
• Stopping yourself from using distracting gestures

Fielding Questions
• Bridging techniques to clarify questions and buy time
• Identifying and preparing for commonly asked questions
• Dealing with interruptions
• Dealing with hostile questions

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