

Implementing a Presentation

OBJECTIVES

Discuss the components of a good speech or presentation, learn how to develop their own; work through activities, write and deliver three short presentations in class; introduce a variety of delivery techniques that include building rapport with the audience, using body language and humour - facilitating a question and answer session.

Duration: 1 Day

1. **INTRODUCTION TO PUBLIC SPEAKING**
 - Presentations
 - Public speaking
 - Communication
2. **PREPARING YOUR PRESENTATION**
 - Presentation process
 - Presentation purpose
 - Audience analysis
 - Presentation structure
3. **DEVELOPING YOUR PRESENTATION**
 - The conclusion
 - The introduction
 - The body
 - Transitions
 - Rehearsal techniques
4. **DELIVERING YOUR PRESENTATION**
 - Gearing up
 - Personal motivation
 - Rapport and credibility
 - Voice and body techniques
5. **USING HUMOUR AND VISUAL AIDS**
 - Humour
 - The question-and-answer session
 - Visual aids
6. **USING WHAT YOU'VE LEARNED**
 - Implementation phase
 - Resources and tools