



Presentation and Facilitation Skills Onsite Seminar



Curriculum Overview

- completely customizable to Client needs

Timing

Full day seminar and so 400 minutes of learning (assuming 60mins lunch and 2 x 10min breaks)

Core Objectives

- Recognize the elements of communication that help deliver messages with impact
- Examine how to control and utilize body language to add emphasis
- Practice techniques to help use voice (tone and volume) to engage the listener
- Discover how to structure language and the use of vocabulary to encourage action
- Discuss techniques to help deal with nerves
- Explore tools to help plan, time, open and close presentations
- Put into practice what's been learned today by role-play and receiving feedback
- Discuss the skills necessary to facilitate an effective meeting

Outline

Module	Topic	Time
Module 1	Welcome, Objectives and Introductions	20 minutes
Module 2	Presentations	60 minutes
Module 3	Begin at the End	30 minutes
Module 4	Elements of Communication	20 minutes
Module 5	Body Language	70 minutes
Module 6	Vocal	25 minutes
Module 7	Words	15 minutes
Module 8	Nerves and Dries	20 minutes
Module 9	Creating the Presentation	120 minutes
Module 10	Closing Comments, and Evaluations	10 minutes



Module Summaries

Module 1 - Welcome, Objectives and Introductions (20 minutes)

Instructional Purpose: Participants feel welcome to the seminar and remove all distractions from the learning environment (wondering about topics, cell phone usage and breaks etc). Participants sense a safe learning environment that is collegial, interactive and purposeful. This section will include a brief 'road map' overview of the morning/afternoon ahead.

Lesson 1	Welcome and Objectives	5 minutes
Lesson 2	Perception, Behavior and Results	10 minutes
Lesson 3	Participant Introductions and Ground Rules	15 minutes

Module 2 - Presentations (60 minutes)

Instructional Purpose: Participants will give a presentation and learn from feedback.

Lesson 1	Presentations	40 minutes
Lesson 2	Feedback	20 minutes

Module 3 - Begin at the End (30 minutes)

Instructional Purpose: Participants will discuss how they want to be perceived as a presenter and how they want to feel as soon as they have finished presenting. Participants will appreciate the importance of their presentation material in order to accomplish this.

Lesson 1	Being at the End	30 minutes
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Module 4 - Elements of Communication (20 minutes)

Instructional Purpose: Participants will recognize the elements of communication that help us deliver our message with impact.

Lesson 1	Elements of Communication	20 minutes
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Module 5 - Body Language (70 minutes)

Instructional Purpose: Participants will examine how to control and utilize their body language.

Lesson 1	Body Language	20 minutes
Lesson 2	Practicing Body Language Techniques	50 minutes



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Module 6 - Vocal (25 minutes)

Instructional Purpose: Participants will practice techniques to help use their voice to create impact.

Lesson 1	Vocal	25 minutes
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Module 7 - Words (15 minutes)

Instructional Purpose: Participants will practice techniques to help use words to create impact.

Lesson 1	Words	10 minutes
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Module 8 - Nerves and Dries (20 minutes)

Instructional Purpose: Participants will recognize the physical effects nerves can have on the body. Practice breathing and mediation techniques that you can utilize in the run up to and before your presentation. Identify and share tips to help deal with dries

Lesson 1	Nerves	6 minutes
Lesson 2	Just Breathe	5 minutes
Lesson 3	Mindset	7 minutes
Lesson 4	Dries	2 minutes

Module 9 - Creating the Presentation (120 minutes)

Instructional Purpose: Participants will explore tools to help plan, structure and open a presentation.

Lesson 1	Creating the Presentation	30 minutes
Lesson 2	Prepare to Redeliver	30 minutes
Lesson 3	Presentations Take Two	60 minutes

Module 10 - Closing Comments, and Evaluations (10 minutes)

Instructional Purpose: Participants share any closing comments about the subject; are recognized for their contributions and commitments in the seminar and complete an evaluation of the seminar.

Lesson 1	Closing Comments	5 minutes
Lesson 2	Evaluations	5 minutes



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