

**Presentation Skill Workshop**

" If you don't know what you want to achieve in your presentation your audience never will." - Harvey Diamond.



Presentation Skill Workshop

Duration: 2 Days

No of Participants: 25-30 Pax

Timing: 9:30 A.M- 5:30 P.M

Target Audience

* Individual Contributors
* Supervisors
* Early Team Managers
* Employees of any department
* Existing Managers
* Any employee looking to hone presentation skills

Workshop Objectives

* Attitude to be a world class Presenter
* Knowing the Basics of presentation
* Understanding the target audience
* Anatomy of a successful presentation
* Pre-Presentation Preparation
* Engaging different types of audience members
* Managing Q& A from participants
* Tackling nervousness & fear
* Presentation demo

Workshop Outline

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| **Day 1** | | |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:15 AM | **What’s In It for Me** • Workshop Intro & Agenda • Ground Rules • Icebreaker • Facilitator Intro |
| 2 | 10:15- 10:30 AM | **Pre-Training Assessment** |
| 3 | 10:30- 11:15 AM | **Pre-Training Presentation**  Here the Trainer will take a 2-3 mins of presentation from each participant- This will help the Trainer understand the level of the participants and also remove the stage fear for the participants  This will also serve as participant Intro |
| 4 | 11:15 – 11:30 AM | **First Tea Break** |
| 5 | 11:30 – 12:30 PM | **Understanding Presentation Skills**   * Presentation Skills- What is it * Benefits of the same-Self & Organisation. * Some facts about the presentation skills * Myths Vs Facts of Presentations * Challenges faced in making world class Presentations * Anatomy of a successful presentation (Content, Design & Delivery) |
| 6 | 12:30 – 1:15 PM | **Pre-Presentation Preparation**   * Importance of preparation * Tips to keep in Mind for Preparation * Audience, Content, Structure, Venue,etc |
| 7 | 1:15 – 2:00 PM | **Lunch Break** |
| 8 | 2:00 - 2:15 PM | **Energiser** |
| 9 | 2:15- 3:00 PM | **Preparing Impactful Presentation Content**   * Cornerstone of effective Presentation (5 W’s & H) * Whom & Where to present * Why & What to present * How to present |
| 10 | 3:00- 4:00 PM | **Presentation Structure-Design**   * Structure of Presentation * Use of Presentation tools * Structure, Outline, Fonts, Design, Bullets, sound, Hyperlink, charts, graphs etc. * Working with Visual Aids ( Flipcharts, Videos, Whiteboards)Facial Expression |
| 11 | 4:00 - 4:15 PM | **Second Tea Break** |
| 12 | 4:15 – 4:45 PM | **Tips for effective presentations** • Being Genuine • Developing conversational style • Connecting with the audience • Simplify   * Being Enthusiastic |
| 13 | 4:45- 5:00 PM | **Recap of Day 1** |
| 14 | 5:00 - 5:30 PM | **Closing** • Q& A • Closing Video  • Homework for day 2 – Each participant is given a homework to present on day 2 for 3-5 mins on topic of their choice. The participants should present using PPT |
| **Day 2** | | |
| **Sr. No.** | **Time** | **Topic** |
| 1 | 9:30-10:00 AM | **What’s In It for Me** • Recap of Day 1-Activity • Agenda |
| 2 | 10:00- 11:00 AM | **Presentation Delivery**   * Body Language (Posture, Movement, Eye Contact, Facial Expression) * Vocal (tone, pitch, modulation) * Engaging Audience * 1 to 1 and 1 to many presentations |
| 3 | 11:00 -11:15 AM | **First Tea Break** |
| 4 | 11:15 - 12:15 PM | **Dealing with a Difficult Audience** • Handling Side Conversations • Late Arrivals • Handling difficult Characters (Jester, Cynic, Talker)  • Engaging the Indifferent audience |
| 5 | 12:15 - 1:00 PM | **Handling Q&A from Audience** • Importance of Q& A • Tips for Q& A-Part-1 • Tips for Q& A-Part-2 • Handling Questions Offline |
| 6 | 1:00 - 1:45 PM | **Lunch Break** |
| 7 | 1:45 - 2:00 PM | **Energiser** |
| 8 | 2:00 – 2:30 PM | **Tackling Nervousness & Fear** • Types of Speakers • Ways to handle Nervousness and fear-Part-1  • Ways to handle Nervousness and fear-Part-2 |
| 9 | 2:30 – 4:00 PM | **Presentation demo**  Here the Trainer will take a 3-5 mins of presentation from each participant- This will help the trainer to showcase the change that the participants have undergone Vs day 1 as a part of this session as the participants would have already presented on Day 1 |
| 10 | 4:00 - 4:15 PM | **Second Tea Break** |
| 11 | 4: 15 - 4:30 PM | **Recap Day 1 & 2** |
| 12 | 4:30 - 4:45 PM | **Post Training Assessment** |
| 13 | 4:45 -5:30 PM | **Closing** • Feedback forms • Q& A (If any) • Closing Video (If any) • Group Photo |

\*This Workshop outline is based on the industry best practices and will be customised after discussion with the client. \*