



Perfecting Your Presentation Skills 2 Days

Capture the attention of your audience
and keep their interest

Do you ever feel nervous as you prepare to give a presentation? Do you know how to design effective visual aids to enhance your presentation? This complete guide to preparing and presenting will teach you where to focus your efforts so that you can deliver high impact and memorable presentations.

HOW YOU WILL BENEFIT

In this 2-day workshop you'll learn tips and techniques that will increase your level of confidence in preparing, delivering, using visual aids, and in handling audience participation. You'll walk away with an action plan for continued improvement.

After the workshop, you will be able to:

1. Adapt your presentations to different audiences.
2. Control nervousness so that you speak confidently and professionally.
3. Make appropriate use of audio-visual aids to enhance the quality of your presentations.

WORKSHOP DESCRIPTION

DAY 1

Speaking With Confidence

- Characteristics of the best and worst presenters
- Overcome your anxiety and dispense with distracting gestures
- Learn how voice, tone, pace and body language can be used to build rapport with your audience
- Put a plan in place to deal with your message and the presentation of technical, financial or detailed information

Leading Productive Sessions

- Learn how to handle audience interaction
- Deal appropriately when challenged
- Presenting exercises will aid you in developing your skills

Homework Assignment

- During the one week gap you will be asked to prepare a 10-minute presentation for Day 2 of the program

DAY 2

Effective Use of Audio-visual Aids

- Review what tools are currently being used and to what effect
- How audio and visual aids improve or weaken the impact of your message

Practice Makes Perfect

- Skills Practice Exercises
- Video taping of your presentation and tips to improve will aid you in developing your presentation skills long after the workshop has finished

BUILD YOUR COMPETENCY IN

- Creating key messages that will resonate with your audience
- Developing presentations for any situation: meetings, management presentations, or keynotes
- Delivering clearly understood and memorable presentations

ATTEND THIS WORKSHOP IF YOU...

- Are a first-time presenter looking to develop style and confidence
- Are an experienced presenter seeking to polish your delivery
- Are looking to connect with listeners and ensure that your presentations have the desired impact

HOW TO REGISTER

To register, call **(613) 727-7729**
Or email training@algonquincollege.com

Dates: **November 10 & 18, 2009**
February 9 & 16, 2010
8:30 a.m. to 4:00 p.m.

Fee: **\$675 (plus GST) for 2-day program**

Location: 340 Albert Street, 11th Floor,
Constitution Square, Ottawa

*Check-in, coffee and muffins start at 8:00 a.m.
Afternoon refreshment provided.*

*Participants receive an Algonquin College Statement of Achievement. Group size is limited to 16.
On-site delivery of this workshop is available.*

SYLVIE RIMBACH

Sylvie is an active member of the Canadian Association of Professional Speakers (CAPS). In addition to several teaching certifications, Sylvie is certified in Adult Education from St. Francis Xavier University. She is a master facilitator and trainer and is a highly skilled advocate of learner-centered training. She has an endless thirst for innovation that translates into success for her clients. Sylvie has worked with organizations and their employees to identify roadblocks to performance and design solutions to resolve them.