

# Effective Presentations

**1 day**

## **Description**

This ILT Series course teaches students about creating effective presentations. Students learn how to determine realistic presentation objectives, analyze the audience, use supporting materials effectively, organize a presentation clearly, and successfully incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed, and improving the delivery of your presentation. Finally, students learn how to assess the audience members and answer their questions, organize a persuasive presentation, and use reasoning and emotional appeals to persuade an audience.

## **Prerequisites**

- *None*

## **Course Outline**

### ***Unit 1: Fundamentals of presentation***

Topic A: Effective presentations  
Topic B: Planning a presentation

### ***Unit 2: Audience analysis and supporting material***

Topic A: Audience analysis  
Topic B: Supporting materials

### ***Unit 3: Building presentations***

Topic A: Build presentations  
Topic B: Develop an introduction  
Topic C: Organize the body of the presentation  
Topic D: Effective conclusion

### ***Unit 4: Presentation mechanics***

Topic A: Visual aids  
Topic B: Understand visual aids

### ***Unit 5: Presentation process***

Topic A: Extemporaneous speaking  
Topic B: Preparation for speaking  
Topic C: Deliver a presentation  
Topic D: Nonverbal communication

### ***Unit 6: Question-and-answer session***

Topic A: Handle questions effectively  
Topic B: Handle challenging questions

### ***Unit 7: Fundamentals of persuasion***

Topic A: Understand persuasion  
Topic B: Organize a persuasive presentation  
Topic C: Methods of persuasion