

## EFFECTIVE PRESENTATIONS

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$299**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

This 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.

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##### **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