



## EFFECTIVE PRESENTATION DELIVERY

**COURSE DURATION: 6.5 hours**

### Overview/Description

You may know your presentation subject inside and out, but do you know how to effectively deliver what you know? Do you know what proper presentation attire is? What role do your voice and your body play in improving the effectiveness of your presentations? How do you overcome your natural anxiety about speaking in public and make that nervous energy work for you? You'll find the answers to these questions in this course. In it, you'll explore the effect a presenter's appearance, attitude, and energy has on an audience. You'll learn how to use your voice to enhance the effectiveness of your presentation, as well as how to use your body to enliven your delivery. Finally, you'll be shown ways to identify, eliminate, and use your fears and anxieties to improve your delivery.

### Target Audience

Experienced business professionals and managers

### Lesson Objectives:

#### Image Is Everything

- recognize the importance of the key elements of the presenter's personal image to effective presentation delivery.
- choose the personal appearance considerations that are important to effective presentation delivery.
- select the emotional components of an effective delivery.
- identify the rules for the effective use of visual aids in presentations.

#### Effective Vocal Delivery

- recognize the benefits of the effective use of the voice in presentations.
- apply the principles of speaking clearly to the examples given.
- select the elements of effective vocal variety in presentations.
- match the techniques of using vocal emphasis to the examples given.
- select the techniques for maintaining vocal quality.

#### Effective Use of the Body

- recognize the value of the effective use of the body in presentations.
- demonstrate knowledge of the effective use of eye contact in presentations.
- demonstrate knowledge of the effective use of body language in presentations.
- demonstrate knowledge of the effective use of facial expressions in presentations.

#### Managing Anxiety

- recognize the benefits of managing anxiety while making presentations.
- apply descriptions of anxiety-management skills to the examples given.
- **select the stress-management techniques used by effective presenters.**

