



## THE FOUNDATIONS OF PRESENTATIONS

**COURSE DURATION: 6.5 hours**

### Overview/Description

Great mathematicians had to start like the rest of us, learning what 2 plus 2 equals. Famous writers had to learn the basics of grammar, punctuation, and sentence structure before moving into the spotlight. So like any other strong skill set, your ability as a successful presenter will need to begin with an understanding of the fundamental principles of presentation. This course is designed to do just that. You'll learn the value of understanding presentation as an effective way to communicate in the business world. The course will show you how to strategize the framework for your presentation, as well as teach you how to most efficiently use source material and information to add muscle to the framework. Finally, you will be shown the importance of planning to the success and effectiveness of a presentation.

### Target Audience

Experienced business professionals and managers

### Lesson Objectives:

#### Understanding the Groundwork

- recognize the value of laying groundwork before developing a presentation.
- identify the components of communication that affect a presentation's success.
- identify the elements of adult learning theory that can improve a presentation.
- select the characteristics of effective presenters.

#### Strategizing the Framework

- recognize the importance of planning a strategy before the presentation.
- choose the factors to consider when analyzing the audience before a presentation.
- match the elements that enhance the presentation environment with their corresponding examples.
- sequence the steps in creating specific objectives for a presentation.

#### Developing Content Resources

- recognize the benefits of knowing how to create content for a presentation.
- select the resources for information to be used in a presentation.
- identify the types of supportive information used in a presentation.
- match the methods of idea generation with their corresponding examples.

#### Laying out the Plan

- recognize the importance of planning before giving a presentation.
- sequence the steps in an effective presentation plan.
- choose the methods of organizing a presentation.
- identify the methods of rehearsing for a presentation.

