

BUSINESS SKILLS

EFFECTIVE PRESENTATIONS



MAKING A GREAT FIRST IMPRESSION

Format:

Instructor-Led group-paced, classroom-delivery learning model with structured hands-on activities.

Course Length:

1 Day

Course Description

Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn active listening skills to facilitate the exchange of ideas in meetings and presentations. You will also organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery. You will also prepare strategies for business meetings and learn to conduct meetings efficiently.

Course Objective:

You will effectively participate in and conduct meetings, as well as deliver professional presentations.

Target Student:

This course is designed for individuals who need to present information effectively in a professional environment.

Hardware Requirements

- Pentium 90-MHz or higher processor
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows XP Home Edition, or Windows XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only.)

Performance-Based Objectives

PREREQUISITE COURSES:

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

Business Writing

From Email to Business Proposals

Grammar Essentials

Microsoft Office Word 2003

Levels 1, 2, and 3

Microsoft Office Outlook 2003

Levels 1, 2, and 3



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- Upon successful completion of this course, students will be able to:
- listen in an active, engaged manner and take good notes.
- participate in, organize, and conduct a meeting.
- organize, write, and deliver a professional presentation.

Course Content

Lesson 1: Listening and Taking Notes

- Topic 1A: Listen Effectively
- Topic 1B: Take Good Notes

Lesson 2: Participating in and Conducting a Meeting

- Topic 2A: Participate in a Meeting
- Topic 2B: Decide to Meet
- Topic 2C: Prepare for a Meeting
- Topic 2D: Run a Meeting
- Topic 2E: Conduct an Online Meeting

Lesson 3: Delivering Presentations

- Topic 3A: Organize Material
- Topic 3B: Write a Presentation
- Topic 3C: Prepare Visuals
- Topic 3D: Deliver a Presentation
- Topic 3E: Respond to Questions

Appendix A: Business Letter Speech

Appendix B: Truck Rollover Agenda

Appendix C: Notes on Japanese Negotiation

Appendix D: Outline on Japanese Negotiation