Presentation Skills

In this 1 day workshop, you’ll learn to communicate effectively and persuasively and become comfortable with your own style. Develop key presentation skills and learn how to present your ideas with conviction, control, and poise—and without fear. Plus receive expert advice on how to handle especially challenging situations. Best of all, you’ll gain confidence by making presentations.

How You Will Benefit

- Tailor your presentation to your audience
- Use relaxation techniques to overcome nervousness
- Learn how to project your voice and use pauses to dramatize your point
- Expertly handle difficult questions and situations
- Communicate with clarity and conviction
- Gain confidence in your presentation skills

What You Will Cover

- Balancing verbal and nonverbal messages so content is clear and memorable and you engage listeners
- Developing and organizing presentation content using an audience profile and set presentation parameters
- Turning a speech outline into notes
- Preparing to give the presentation by rehearsing, adhering to a time frame, and speaking from notes
- Reducing stress and speaker’s anxiety
- Using visual aids and support materials
- Handling questions from the audience
- Managing the presentation environment so you can anticipate, avoid, and handle equipment problems

Hours: 8hrs  CEUs: .8

Course Fee: (Official Curriculum Provided)

Location:
San Jacinto College Central
8060 Spencer Hwy
Pasadena, TX 77505

Class Date: Oct 15, 2015
Days: Thursday
Time: 8am – 5pm

More information contact:
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Visit our website:
http://www.sanjac.edu/cpd/bp-training

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