Course Overview

This course is designed to develop interpersonal skills, increase confidence and help in the planning and delivery of successful presentations. This course shows how to present memorably and with impact through a series of techniques, practical activities to develop presentation skills and enhance confidence to expand the potential of the individual. Participants will learn how to adopt a presenting style that suits them as well as covering more general components such as how to engage with the audience.

Learning Objectives

By the end of this course, participants will be able to:

- Understand the importance and fundamentals of the presentation.
- Design the framework for the presentation.
- Develop the content that meets the presentation's structure.
- Develop the slides that meet the presentation's content.
- Practice verbal communication skills to engage the audience.
- Practice non-verbal communication components.
- Handle internal and external presentation challenges.

My Learning Objectives

....

....

....

....

Ground Rules

- **Participate fully:** What you get out of this class is fully dependent on what you put into it.
- **Help us stay on track:** We're going to cover a lot of ground—at quite a fast pace—and to make sure you get the full leadership training experience; we'll need everyone to stay focused.
- **Have fun:** The amount of learning that will take place is directly proportional to the amount of fun you have.

Course Sequence

Module One: Introduction to Presentation Skills
        Topic One: Fear of Public Speaking.
        Topic Two: Importance of Presentation Skills.
        Topic Three: Good and Bad Presentation.
        Topic Four: The 3P's Presentation Model.

Module Two: Planning for Presentation
        Topic One: Presenting with A Purpose.
        Topic Two: Collecting Data ADT Model.
        Topic Three: Structuring the Presentation.

Module Three: Preparing Your Presentation
        Topic One: Gathering and Organizing Content.
        Topic Two: Setting the Introduction.
        Topic Three: Sequencing the Body.
        Topic Four: Closing Techniques.

Module Four: Preparing Your Visual Aids
        Topic One: The VARK Modalities.
        Topic Two: Types of Visual Aids.
        Topic Four: Slides Guidelines.

Module Five: Verbal Communication
        Topic One: Basic Communication Model.
        Topic Two: Words and Phrases to Avoid.
        Topic Three: The Power of Voice.

Module Six: Non-Verbal Communication
        Topic One: The Power of Gestures.
        Topic Two: Body Movement.
        Topic Three: Eye Contact.

Module Seven: Presentation Challenge
        Topic One: Act Model to Overcome Fear.
        Topic Two: Dealing with Audience Questions.
        Topic Three: Handling Difficult Challenges.

Module Two: Planning Your Presentation

TOPIC THREE: STRUCTURING THE PRESENTATION

How Do You Structure Your Presentation?

Always start with your introduction and end with your powerful closing. Flesh out the body by listing topics in the order that you want to cover them in. Never skip the important details of your speech. Remember that an outline is only a draft.

Outlining a presentation can be done with a regular piece of paper, or on a word processing program on your computer.

Structuring the Presentation

First step: Write down the purpose of your presentation.

Write your main message or a one-sentence summary of your thesis at the top of your outline when you get started. This may help you stay on task, and it will keep the purpose of your speech right in your eyes. After all, you don't want to stray too far off the main topic of your presentation!

Example: *To Persuade my audience to the action need to be taken to stop social networking addiction.*

What is the main purpose of your presentation?
....
....

### Second step: Breakdown the main purpose into measurable objectives.

After setting the purpose of your presentation, break it down into objectives. Objectives intended to answer what you want your audience to know, to understand, to feel, and to do.

ABCD Model for Writing Objectives:

- <u>Audience:</u> Determine who will achieve the objective.
- <u>Behavior:</u> Use action verbs to write observable and measurable behavior that shows mastery of the objective.
- <u>Condition:</u> If any, state the condition under which behavior is to be performed.
- <u>Degree:</u> If possible, state the criterion for acceptable performance, speed, accuracy, quality, etc.
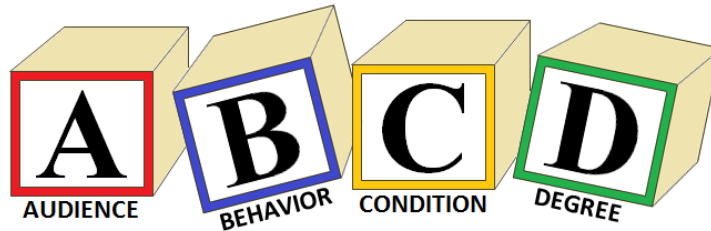
What do you need to do to achieve your main purpose?
By the end of the presentation my audience will be able to: ....

Third Step: Start with A Strong Introduction

Your introduction is where you start strong by grabbing your audience's attention from the very beginning. But if that makes you feel stressed out, just remember to stay calm! Creating a great first impression from the beginning of your speech is not as difficult as you might be worrying.

Fourth step: Create A Powerful Closing

Just like with your beginning, make sure that you've made it obvious you are ending. After all, few things are more awkward than your audience sitting there long after you've finished, feeling confused about whether they should leave or not. And as always, you should thank your audience at the end of your speech. This will make them feel valued, and impressed with your gratefulness.

Fifth step: Flesh Out the Body of Your Presentation

This is the stage where you work on the body of your speech.

1. Write the Points of Your Outline in Order
2. Don't Forget the Essential Details!
3. Write Down How Long Will It Take

This Is Only A Draft!

Your outline doesn't have to be perfect, as it is not your final product. While you should work hard to make your outline as good as possible, you don't need to stress about it.

Activity 2.3: Structuring the Presentation

Go through the structure template, and write down your own draft as a first step which will be followed by detailed steps to make it perfect.

Stopping Social Networking Addiction

Persuade my audience of the action need to be taken to stop social networking addiction.

By the end of this presentation, the audience will be able to:

1. Realize the effects of social networking addiction
2. Identify the factors that contribute to our addiction
3. Identify the actions that need to be taken to stop social networking addiction

Part	What	Duration
Introduction	I will start by a story or question.	4 min.
Body	**1. Realize the effects of social networking addiction** Point (1): Addiction to social networking has caused serious problems. Point (2):	7 min.
	2. Identify the factors that contribute out our addiction Point (1): Some factors contribute out addiction to social networking.	7 min
	3. Identify the actions that need to be taken to stop social networking addiction Point (1): Actions need to be taken to stop the addiction to social networking.	10 min.
Closing	I will end by summarizing the steps to stop that problem.	2 min.

Presentation Structure Template

....

....

By the end of my presentation, the audience will be able to:

-
-
-

Part	What	Duration
Introduction	....	
Body	1. .... Point (1) .... Point (2) .... Point (3)	
	2. .... Point (1) .... Point (2) .... Point (3)	
	3. .... Point (1) .... Point (2) .... Point (3)	
Closing	....	