| Presentation Skills Handout			
Course Language	**English**	**Hours**	**3 Hrs. Total**

Course Objectives:

- Demonstrate characteristics of effective presenters
- Prepare content of presentations
- Deliver presentations effectively
- Present solutions to clients

Key Topics:

- Module 1 – Characteristics of Effective Presenters & Presentations
- Module 2 – Structure of Presentations
- Module 3 – Delivery Style of Presentations

Module 1: Characteristics of Effective Presenters

|	**Confident**
	Enthusiastic
	Credible
	Organized & well structured
	Can communicate

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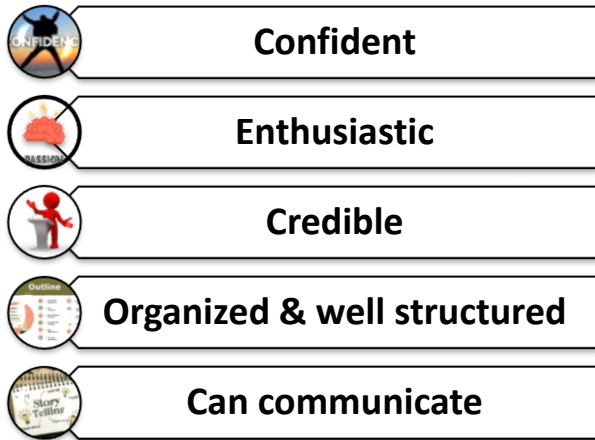
Module 2: Structure of Presentations
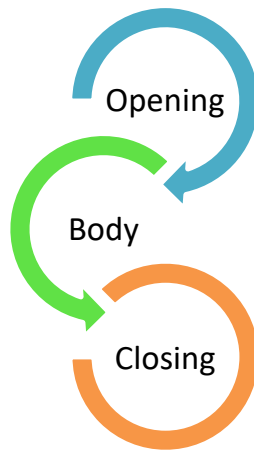
Presentation Opening

- Start your presentation with a welcome and a quick introduction of yourself by giving background information on who you are.
- Also, thank your audience for their time and acknowledge their efforts and participation in the presentation.
- Grab the audience's attention
- Present an agenda

Presentation Body
Create an outline for your presentation

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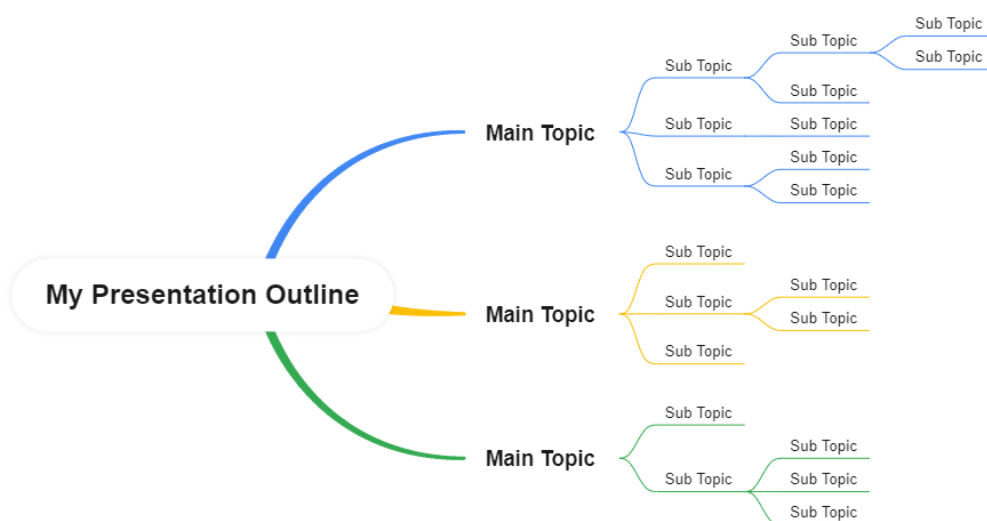
When presenting a solution to a client, consider the following points:
- Customer needs
- Features
- Benefits
- Timeline/Implementation plan

Closing
- Provide a summary of ideas
- End with a key message
- Allow questions

Preparing Visuals:
- Keep it short and simple
- Make it readable
- Use the 6x6 rule
- Use appropriate size and font
- Check colors
- Proofread
- Use animation carefully

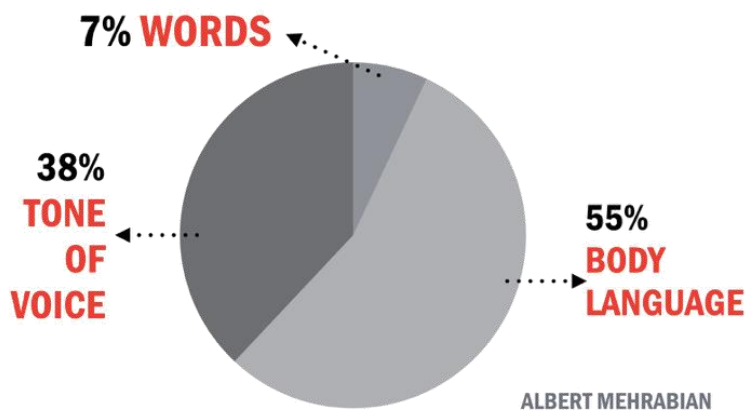Online presentation software allows users to connect with their audience engagingly. These tools also incorporate images, create movement, and work across many platforms.
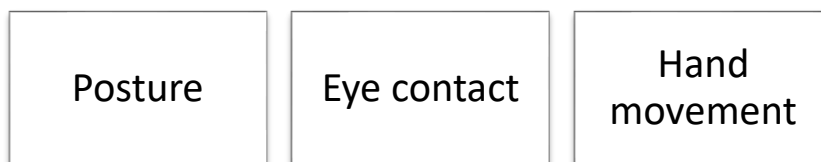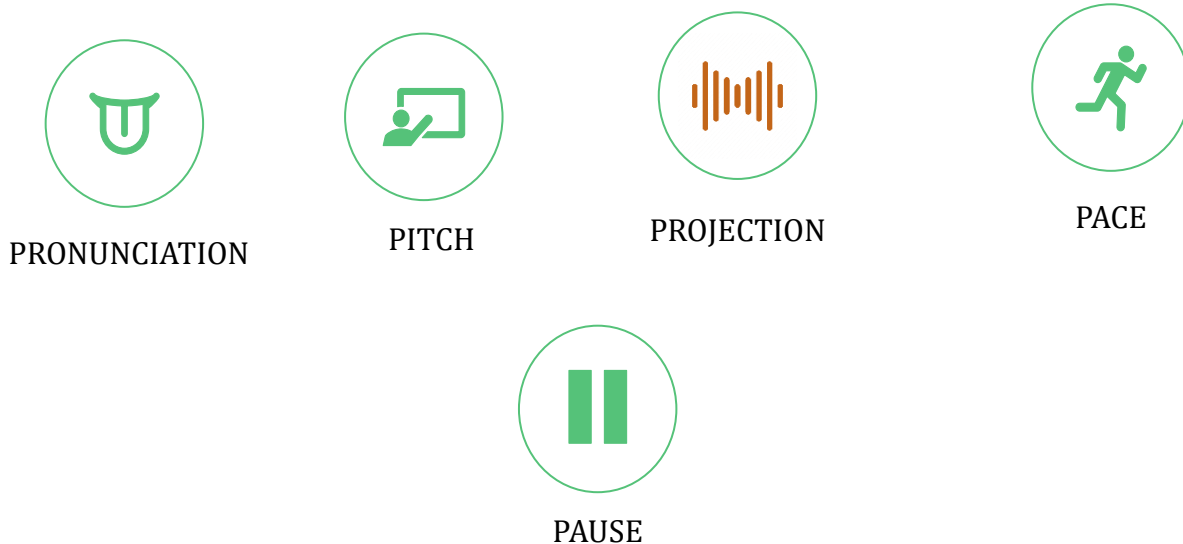
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Know Your Audience

Audience Background

Audience size

Audience Industry Knowledge

What's in it for them

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Module 3: Delivering Presentations

7% **WORDS**

38% **TONE OF VOICE**

55% **BODY LANGUAGE**

ALBERT MEHRABIAN

Elements of Body Language:

Posture	Eye contact	Hand movement

Elements of Voice

PRONUNCIATION

PITCH

PROJECTION

PACE

PAUSE

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Tips for Online Presentations:

1. **Proper Webcam, Lighting & Internet Connection**
    - First, check your webcam and lighting. Before you present, turn on your webcam and make sure you're visible.
    - Use this time to also check your microphone and audio source.
    - Check the background.
    - Know the platform used.

2. **Talk to the Camera**
    - Keep eye contact with the camera.

3. **Show Enthusiasm**
    - Displaying your interest and care for the topic or information you are presenting will engage and capture the audience's attention.

4. **Use Your Voice Effectively**
    - Use a strong & confident speaking voice
    - Vary your intonation

5. **Engage Your Audience**
    - Keep your audience engaged and allow them to participate.
    - Ask questions
    - Use polling

6. **Be Yourself**
    - The most important tip of them all is to be yourself.

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