

# Get Noticed & Promoted

## *Presentation Skills Excellence for Employees & Leaders*



### PROGRAM BENEFITS

- Reduce presentation development time by over 50%
- Deliver information audiences grasp
- Convince people to agree and act
- Present with confidence
- Turn data in visual information
- Develop effective slides
- Use stories to clarify points
- Unique memorization methods
- Manage Q & A effectively

### DAVE HILL

Dave was a World Championship of Public Speaking Finalist in 2004 (1 of 10 out of 20,000 contestants). He is also an award winning storyteller and humorist.



### OVERVIEW

One of Dave's passions is to help employees and leaders present information effectively.

- Envision being able to take a speech or presentation concept and develop the structure and outline within minutes.
- Imagine an audience that is sitting on the edge of their seats, listening to your content and stories, and laughing at your humor.
- Visualize people who come up to you several years after a presentation and say, "I remember your presentation; your points and stories really impacted me."

Dave has witnessed the frustration of people who are not able to present information clearly and concisely. He understands the disappointment they feel when they cannot gain consensus on the concepts they are proposing.



# *Customized Programs Can Include:*

## **CONTENT**

- Quickly develop the outline of a presentation and get focused
- Understand the value of storyboarding your presentation
- How to turn data into visual information
- Understand the power of a story and how to maximize its value
- How to find your own stories and to gather others
- How to open a speech or presentation
- How to close a speech with maximum impact
- Development of clear, smooth transitions
- Handling the Q & A session and avoiding common pitfalls
- PowerPoint success strategies
- Humor development techniques
- Understanding why jokes fail
- Deliver dry, technical information successfully with pizzazz
- Customizing your content to your audience

## **DELIVERY**

- Incorporate purposeful movement
- Comprehend distractions you may be unaware of (filler words and nervous gestures)
- Use notes successfully
- Learn techniques to maximize the delivery of stories and humor
- Understanding the room layout – pros and cons
- Use of a microphone
- If you have a strong accent
- Deliver presentations while seated
- Multi-speaker format success strategies

## **OTHER**

- Memorization techniques
- How to keep an audience's attention
- Dealing with anxiety
- Looking after your voice
- Use group exercises in the most effective way possible
- Use the presentation style best suited for the situation
- Understand non-verbal audience feedback
- Delivering unpopular information – do's and don'ts
- When things go wrong – survival strategies
- Cost effective means to practice and hone your skills
- Room Layout - preparation and considerations