

PRESENTATIONS *unstuck!*

Delivering the WOW Factor



Project managers have to give presentations regularly to their team and stakeholders. The ability to present information effectively and efficiently is vital for your success. This seminar addresses how to give powerful presentations that deliver the “WOW” Factor to your audience. The difference between your success and your failure professionally can depend on your presentation skills.

What You Will Learn

As a participant, you will learn:

- How to effectively prepare yourself to deliver a dynamic presentation
- How to focus and clearly state the objectives of your presentation and clearly produce the results you desire
- How to successfully use PowerPoint and other presentation software for the maximum effect
- How to deal with presentation anxiety in the best possible way
- How to master obstacles that may arise
- How to answer questions as the expert

How You Will Benefit

You will discover how to prepare yourself to deliver a highly effective presentation, including how to handle anxiety and obstacles. You will gain the skills to present the basics of the PMP, how to introduce group exercises, and how to move your presentation at optimum pace from beginning to end. You will discover how to turn any ordinary presentation into an extraordinary one that is effective and engaging. New presenters will gain the fundamentals as they engage in real practice formats. Those with some experience in presenting will gain the skills needed to highly improve their abilities.

Course Outline

- Presentation planning and delivery fundamentals
- Getting yourself and your materials ready
- Handling the Event Planner Well
- Great presenters and speakers
- Know your audience
- Content with Purpose
- Great Beginning and End Exercise
- Using visuals
- How adults learn—Bloom’s Taxonomy and Kolb’s Learning Styles
- Presentation practice, video taping, and feedback
- Teach backs
- Advanced presentation techniques and challenges
 - Body Language, Eye Connections
 - Sameness versus variety
- Use of effective, impactful story telling
- Handling presentation anxiety
- Handling the unexpected
- Handling the question and answer session
 - You as the expert
- Your next steps to achieving the Wow factor

Who Should Attend:

Project managers, project coordinators, business analysts, project team members, functional supervisors and other business professionals working in projects

Delivery Format:

One or two day instructor-led seminar

