

HAWORTH®

Presenting with Impact

Presenting with Impact (Eight hour course)

AIA Course #: HAW567; HSW

IDCEC Course #: 4907; W

Subject Code: 7.3.4 Communication Skills: Oral and Multi-Media presentation; 8.5 Business & Professional Practice: Personal Development

Course Description: Presenting with Impact is designed to give you the practical application hints, tips, and skills that will make your next presentation a fun and productive event! The course delivers the processes and skills needed to conduct presentations for leveraging customer interactions (external and internal) and producing positive business results.

Course Objectives:

- Gain understanding and the ability to use the 5C recipe for creating clear and concise presentation/messages.
- Demonstrate an understanding of presentation delivery 'best practices' and apply a minimum of five into live presentation assignments.
- Deliver presentations with measurable improvement as evaluated by facilitator, peers and self.

Content Outline:

1. Information on the benchmarks of effective verbal communication.
2. Practice key methods and behaviors.
3. Feedback from peers, coach, and self.
4. Coaching on behaviors that build credibility.
5. Organizing an impactful presentation:
 - a. How to prepare
 - b. How to develop your ideas
 - c. How to make presentations memorable
6. Prepare a presentation for a real audience.
7. Messenger credibility:
 - a. Exercise to measure messenger credibility
 - b. Multiple exercises around building messenger credibility in two of three channels of communication - visual and vocal
8. Effective use of presentation visuals:
 - a. Discussion of best practices, guidelines for using PowerPoint, poster boards, etc.
9. Exercise to combine the message and messenger:
 - a. Final presentation practice and preparation
10. Commitment to continue development:
 - a. Verbal and written commitment by participant(s) to practice new presentation methods and behaviors
11. Summary and Conclusion