

Presentation Skills

Nearly 75 percent of people experience anxiety about public speaking, and most don't realize how career-limiting it can be. Overcoming this fear is easier than you'd expect with this one-day program! Our experienced trainers share valuable tips and techniques to help you feel more comfortable and confident in front of a group. In addition to practicing delivery skills in a safe and supportive environment, you will enhance vocal style, voice projection, and articulation to improve your professional image. To achieve the most improvement possible, you will be recorded giving a presentation of your choice and receiving individual feedback. Learn to effectively capture your audience's attention in any speaking situation.

Learning Objectives:

- Build and exude confidence when speaking in front of a group.
- Speak expressively by using voice projection and clear articulation.
- Choose the correct energy level to engage and hold the audience's attention.
- Implement tools and tips to develop professional presence in front of listeners.
- Choose appropriate elements of expression to convey meaning clearly.
- Practice effective gestures, podium posture, and visual aid delivery.
- Recognize the importance of the audience and how to relate to and connect with them.



CEUs:
0.7 (7 hours)

HRCI Credits:
7 HR (General)

SHRM:
7 PDCs

Learning Options:

- Classroom training
- At your location
- Live Online

Who Should Attend:

- Individuals who speak at meetings, represent the organization, or must influence others with speech. This includes employees involved in sales, engineering, customer service, field service, technical service, or collections

Learn. Grow. Succeed.

Delivery options include learning at MRA, at your location, or online. Contact MRA to explore how this program may be customized to your unique individual and team training needs.



www.mranet.org

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MRA
Where HR Means Business.

Course Outline

- **Explore the vocal and non-vocal elements of a presentation**
 - ◆ Review ideal body language
 - ◆ Explore desired vocal qualities
- **Understand how to handle stage fright effectively for you**
- **Prepare a presentation for the group using proper voice and visual tips**
- **Apply the feedback you were given to improve on future presentations**

“Understanding the basic structure of a presentation will reduce the time and effort I have to put into creating presentations.”



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