



Call Us Today to Book Your
Workshop **800-403-6598**

Who We Are

Effective Presentations is a leader in communication skills training, offering an expansive range of training platforms. When you want the best in public speaking and presentation skills training, Effective Presentations is the right choice! We provide hands-on interactive workshops, large group seminars, and easy access live virtual training. Our passion is communications and we are committed to helping individuals communicate more effectively.



Workshop Overview

This experiential workshop is intended for both novices and seasoned professionals seeking to improve their communication, presentation and public speaking skills. Our Presentation Skills workshops provide fun, dynamic and engaging training fundamental to ultimate success and achievement. While assessing existing communications skills we focus on fundamental aptitudes critical to effective communication, and our workshops are conducted in an extremely interactive and hands-on approach, positioning our clients to comfortably exude poise, confidence and persuasion, whether speaking to an audience of 1 or 1001!

Workshop Benefits

- Overcome the fear of public speaking
- Transform nervous energy into enthusiastic excitement
- Understand and develop each fundamental presentation aptitude
- Learn to utilize both verbal and non-verbal techniques to captivate your audience
- Instantly “think on your feet” in meetings and in front of a crowd
- Turn the attention away from yourself and actively involve the audience
- Effectively utilize appropriate visual aids to enhance your presentation
- Connect with any audience and compel them into action
- Dramatically increase your closing ratio and boost your sales
- Exude greater confidence and poise in every social situation

On-Site Corporate Training

Effective Presentations' primary mission is to revolutionize the culture of both internal and external communications in Corporations and Small Businesses across America. Our on-site company training can be tailored to meet your organization's specific training needs, and scheduled on any date at a location of your choosing, such as your in-house training facilities, business center or local hotel.

To discuss your company's specific needs and obtain a cost proposal, email at sales@effectivepresentations.com or call us (800) 403-6598.

Workshop Outline Session 1

Elements of a Presentation

- Content, Design & Delivery
- Developing a Strong Open and Close
- Communication Venues

First Impressions

- Creating an Immediate Impression
- Controlling Nervousness
- Building Rapport with the Audience

Establishing the Baseline

- Introduction Presentation (approx 1 min)
- Feedback on Strengths & Areas for Improvement

Developing Spontaneity

- Thinking on Your Feet
- Mind Mapping Exercises

Creating a Stronger Presence

- Presenter's Stance - Your Posture Speaks Loudly
- Using Gestures to Clarify and Enhance the Message
- Body Language Doesn't Lie

Presentation Practice

- Presentation on Posture and Gestures
- Instructor Feedback and Group Discussion

Eye Contact and Facial Expressions

- Using Eye Contact to Build Confidence and Rapport
- Painting the Picture with Gestures
- Discussion and Role Play

Presentation Practice

- Prepared Presentation (approx. 2 min)
- Private Individual Coaching
- Individual Written Evaluations by Course Leader

Workshop Outline Session 2

Making Presentations Fun

- Discussion and Role Play
- Getting Out of Yourself and Into the Audience
- Appropriate Use of Humor in a Presentation
- Voice Overs

Using the Voice Effectively

- Developing Greater Awareness of the Voice
- Speaking More Confidently
- Developing a More Expressive Voice
- Exercises to Develop More Conviction in the Voice

Taking out the Trash

- Unprofessional use of Filler Words
- Eliminating the Filler Words From Your Vocabulary

Presentation Practice

- Presentation Focused on Voice and Filler Words
- Instructor Feedback and Group Discussion

Techniques for Greater Impact

- Exercises for a More Assertive Delivery Style
- Round Table Discussion on Effective Techniques
- Best and Bombed Presentations

Managing Q and A Sessions

- Controlling the Process
- Dealing with Difficult Questions

Presentation Practice

- Role playing Q & A Sessions
- Controlling the Process

Pulling It All Together

- Final Prepared Presentation (approx. 5 min)
- Private Individual Coaching

General Feedback Session

- Individual Written Evaluations by Course Leader

What Other Clients Are Saying

"I gained more valuable information on how to effectively present in 8 hours with Mike than the grand total I had accumulated in my entire life---plus, I got to practice the skills and gain valuable feedback from an expert. I gave a presentation 2 days after the conclusion of the seminar and it was a raging success---the best presentation I've ever given, and it's only going to get better from here!"

Kyle Leavitt, Sales Manager - Infusionsoft

"I highly recommend the Effective Presentation Skills Workshop. Whether you are a seasoned speaker or just aspiring to speak this course is a must! I have been teaching and doing public speaking for many years now, and after taking this seminar my presentation skills have absolutely gone to new level."

Amira Watters, President - The Wild Flower "Nature's Alternative"

Visit us Online at www.effectivepresentations.com