

Presentation Skills

Presentation Skills covers the basics of planning an organized, audience-focused oral presentation. The course covers the physical aspects of presenting, such as body language, voice and gestures, handling nervousness, and dealing with disruptive audience members.

Price	\$130 Nonmembers / \$95 Members
Course Credits	AIB: 0 ; ICB: 2.5
Prerequisites	None
Required Software	None
Optional Software	Adobe Acrobat Reader and RealPlayer

Audience

Any bank employee who makes stand-up, verbal presentations to schools, community groups, business prospects, staff, senior management, and so on.

Learning Objectives

After completing this course, students will be able to:

- Write a purpose statement for their presentation topics
- Write an opening statement that catches the audience's attention
- Identify components of a presentation that gain attention and keep interest
- Describe effective uses of visual aids (flipcharts and overheads)
- Define and demonstrate the benefits of using open-ended and closed-ended questions
- Develop a closing statement that calls the audience to action
- List methods for dealing with disruptive audience members
- Identify ways to control nervousness
- Demonstrate appropriate body language
- Deliver a presentation that meets the needs of the audience