Effective Presentation Skills for Project Managers
Create and Deliver Presentations That Get Results

Traditional Classroom
Course No.: #5031
Duration: 2 Days
Credits: 14 PDUs / 1.4 CEUs

About the Program
For some people making a presentation is something they dread. Just getting through the event is all that they are focused on and effectiveness does not even enter their minds. However, with today's results-oriented, cross-team working environment, the ability to present information effectively is a “must have” rather than something to be “survived”, if success is to be your ultimate goal.

This highly interactive, two-day course is designed to help you minimize obstacles when creating and delivering effective presentations, allowing you to focus on achieving your desired outcomes. During this course, you will have ample opportunities to present and learn from practical experience.

Prerequisites
Good understanding of project management

Course Level
Intermediate / Advanced

Who Should Attend
- Project managers
- Program managers
- Portfolio managers
- Business analysts
- Line managers

Performance Focus
- Creating and structuring presentations using best practices
- Using a variety of presentation techniques that ensure your audience is more likely to respond positively to your delivery
- Delivering presentations that get results

What You Will Learn
You’ll learn how to:
- Clearly state the goal of your presentation to produce the result you desire
- Recognize the preferred communication style of your target audience
- Structure a presentation that is focused on the overall goal and provides the necessary details to keep your audience engaged
- Practice delivering presentations and receive constructive feedback, that will immediately help to improve your presentations skills
• Obtain ten effective ways to open a presentation
• Follow an effective 3-step process to close a presentation
• Benefit from tips on delivery, including controlling nervousness, handling questions, and maintaining rapport
• Use visual aids to support and not detract or replace your message

Course Overview

Getting Started
• Introductions
• Course structure
• Course goals and objectives

Audience Analysis
• Identify your audience's needs
• Understanding communication styles
• Analyzing the communications styles of your audience
• Practicing with different styles

Effective Delivery
• Maintaining rapport with the audience
• Reacting to audience signals
• Handling questions
• Using the power of your voice
• Controlling nervousness

Planning and Organizing
• Clarifying and developing the goal of your presentation
• Applying your audience analysis
• Coordinating and ordering your presentation content
• Structuring the presentation into: opening, body, closing

Visual Aids
• The payoffs and pitfalls of using visual aids
• Creating effective visual aids

Practice and Apply What You’ve Learned
• Preparation
• Delivery
• Feedback
• Opportunity to put into practice the program content and receive a video copy

Summary
• What did we learn and how can we implement this in our work environment?
• Presentation tips